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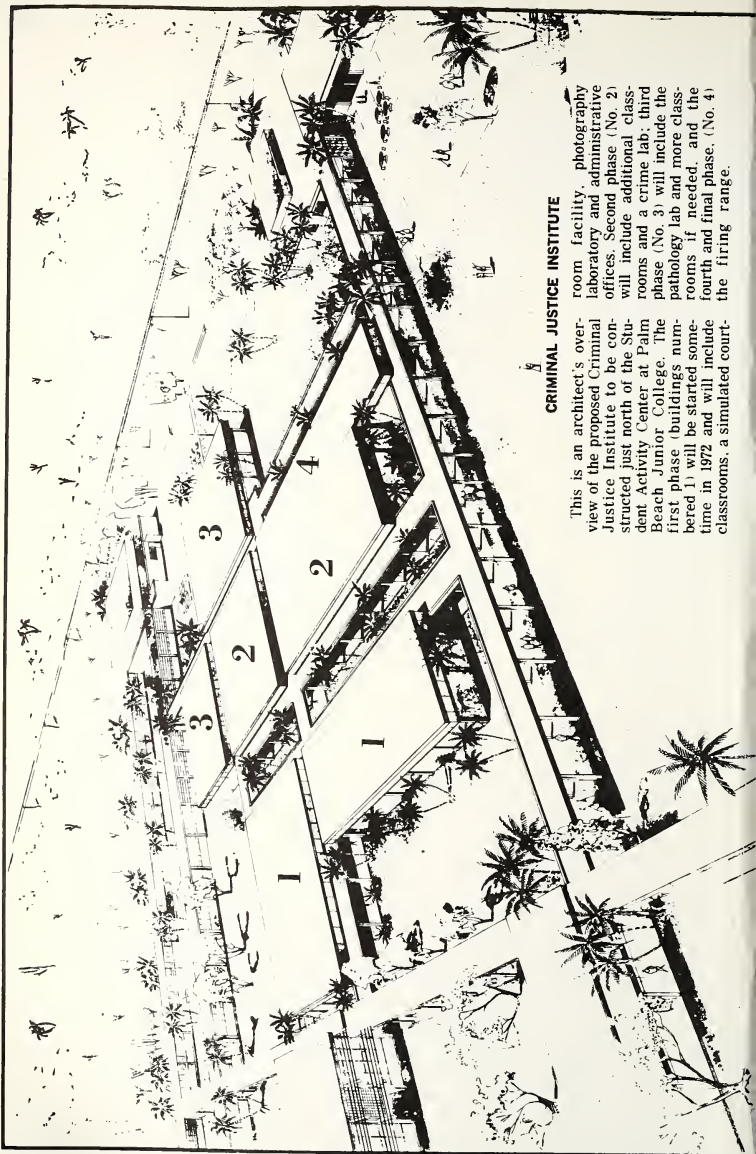
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**Palm Beach Junior College
Bulletin 1972-1973**

86704



CRIMINAL JUSTICE INSTITUTE

This is an architect's overview of the proposed Criminal Justice Institute to be constructed just north of the Student Activity Center at Palm Beach Junior College. The first phase (buildings numbered 1) will be started sometime in 1972 and will include classrooms, a simulated court-

room facility, photography laboratory and administrative offices. Second phase (No. 2) will include additional classrooms and a crime lab; third phase (No. 3) will include the pathology lab and more classrooms if needed, and the fourth and final phase, (No. 4) the firing range.

THE BULLETIN



4200 Congress Avenue
Lake Worth, Florida 33460

Area Code 305
Telephone 965-8000

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Palm Beach Junior College

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William C. Whitmer, B.S., M.S.	Asst. Dean of Academic Affairs for Vocational-Technical Education

Calendar

SPRING TERM— First Session 1971-72

April 10	Last day to make application for admission as a day student, 3:00 p.m.
April 17	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 17	Final testing for all new day students who have not taken the Florida 12th grade test or ACT, 8:00 a.m. (excluding transfers)
April 20	Last day to reactivate files for day school
May 8	Orientation and Academic Advising 12:00 p.m.-2:00—Advising—Those previously not advised. 1:00 p.m.-2:00—Orientation—New Students 2:00 p.m.-3:30—Advising—New Students
May 10	Registration: Returning students 8:00-12:00 noon New and reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
May 11	Late Registration
May 11	Classes Begin
May 11 & 12	Days to correct schedules due to error only (9:00 a.m.-12:00 noon, day students 7:00-9:00 p.m., evening students)
May 11 & 15	Last day to withdraw with refund
May 15	Last day to complete application for graduation
May 22	Memorial Day Holiday
May 29	Last day to withdraw from class with a "W"
June 14	Evening classes only. Last day to change from credit to audit
June 14	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 21
June 21	End of First Session

SPRING TERM—SECOND SESSION 1971-72

June 1	Last day to make application for admission as a day student, 3:00 p.m.
June 12	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 12	Final testing for all new day students who have not taken the Florida 12th grade test or ACT, 8:00 a.m. (excluding transfers)
June 16	Last day to reactivate files for day school
June 23	Orientation and Academic Advising 8:00 a.m.- 9:30—Advising—Reactives 8:00 a.m.-9:30—Advising—Reactives 9:00 a.m.-10:00—Orientation—New Students 10:00 a.m.-12:30—Advising—New Students 1:30 p.m.- 3:30—Advising—Those not previously advised
June 23	Registration: Returning students 8:00-12:00 noon New and Reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
June 26	Late Registration
June 26	Classes Begin
June 26 & 27	Days to correct schedules due to error only (9:00 a.m.-12:00 noon, day students 7:00-9:00 p.m., evening students)
June 28	Last day to withdraw with refund
July 3	Last day to complete application for graduation
July 4	Independence Day Holiday
July 28	Last day to withdraw from class with a "W"
July 28	Evening classes only. Last day to change from credit to audit
August 4	Final examinations. All grades due in Registrar's Office by 4:00 p.m., August 4
August 4	End of Term

FALL TERM—1972-73

y 21	Last day to make application for admission as a day student, 3:00 p.m.
y 20	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
gust 7	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
gust 7	Last day to reactivate files for day school
gust 14	Faculty Reports
gust 15	Orientation and Academic Advising for Groups I and II Students not in attendance during 1972 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.
gust 16	Orientation and Academic Advising for Groups III and IV Students not in attendance during 1972 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.
gust 17	Advising 8:00 a.m. to 12:30—Reactivates and those previously not advised
gust 21	Registration by appointment only for day students
gust 21	Registration for returning evening students, 7:00-9:30 p.m.
gust 22	Registration for new and returning evening students 7:00-9:30 p.m.
gust 22	Registration by appointment only for day students
gust 23	Clean-up registration for all day students 8:00-12:00 Noon
gust 23	Clean-up registration for evening students 7:00-9:00 p.m.
gust 25	Late registration for day students who met all entrance requirements as of August 7, 8:00-12:00 Noon
gust 25	Late registration for evening students 7:00-9:00 p.m.
gust 28	Classes Begin
gust 28-Sept. 1	Days to correct schedules (9:00 a.m.-12:00 Noon, day students)
gust 28-31	Evenings to correct schedules (7:00-9:00 p.m., evening students)
tember 1	Last day to withdraw with refund
tember 4	Labor Day Holiday
tember 22	Last day to complete application for graduation
ober 20	Eight Weeks Progress Report Period ends. Grades are due in Registrar's Office Wednesday, October 25, 9:00 a.m.
ober 23	Veterans Day Holiday
tember 23 & 24	Thanksgiving Holidays
tember 1	Last day to withdraw from class with a "W"
tember 1	Evening classes only. Last day to change from credit to audit
tember 15-21	Final examinations. All grades due in Registrar's Office on or before 4:00 p.m., December 21
tember 21	End of Fall Term

WINTER TERM—1972-73

ember 1	Last day to make application for admission as a day student, 3:00 p.m.
ember 8	Last day to complete application procedures as a day student, 3:00 p.m.
ember 7	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
ember 8	Last day to reactivate files for day school
uary 2	Faculty Reports
uary 2	Orientation and Academic Advising: 8:00 a.m. to 9:30—Advising—Reactivates 9:00 a.m. to 10:00—Orientation—New Students 10:00 a.m. to 12:30—Advising—New Students 1:30 p.m. to 3:30—Advising those not previously advised

WINTER TERM—1972-73 (cont'd)

January	3	Registration by appointment for all returning day students
January	3	Registration for returning evening students
January	4	Registration for all returning day students 8:00-12:00 Noon
January	4	New students who were advised on January 2, 1:00 p.m.
January	4	Registration for new and returning evening students
January	4	Clean-up registration for all day students 8:00-12:00 Noon
January	4	Clean-up registration for all evening students 7:00-9:00 p.m.
January	5	Late registration for day students who met all entrance requirements as of December 8, 8:00 a.m.-12:00 Noon
January	5	Late registration for evening students, 7:00-9:00 p.m.
January	8	Classes Begin
January	8-12	Days for correcting schedule (9:00 a.m.-12:00 Noon, day students)
January	8-11	Evenings to correct schedule (7:00-9:00 p.m., evening students)
January	12	Last day to withdraw with refund
February	12	Last day to complete application for graduation
March	2	Eight Weeks Progress Report Period ends. Grades due in Registrar's Office Wednesday, March 7, 9:00 a.m.
April	16	Last day to withdraw from class with a "W"
April	16	Evening classes only. Last day to change from credit to audit
April	20 & 23	Easter Holiday
April	30-May 4	Final examinations. Grades due in Registrar's Office by 4:00 p.m., May 4, 1973
May	8	Orientation and Academic Advising (See Spring I Calendar)
May	9	Commencement Exercise

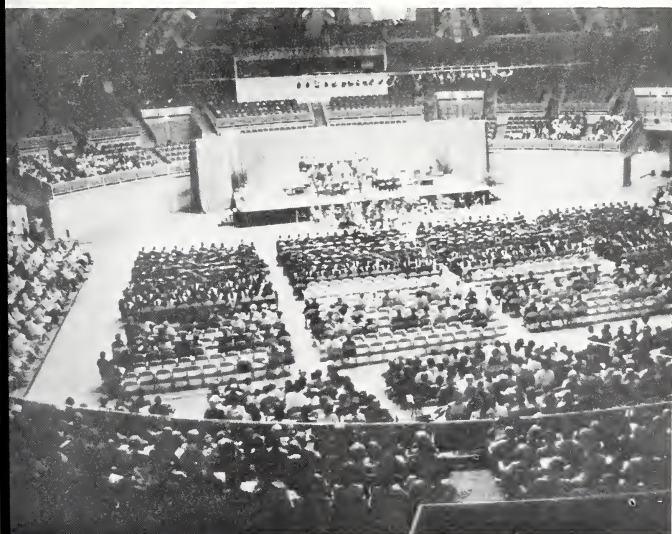
SPRING TERM—First Session 1972-73

April	6	Last day to make application for admission as day student, 3:00 p.m.
April	9	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
April	13	Final day to complete all application procedure for admission as a day student, 3:00 p.m.
April	20	Last day to reactivate files for day school
May	8	Orientation and Academic Advising
		12:00 p.m. to 2:00—Advising—those previously not advised
		1:00 p.m. to 2:00—Orientation—new students
		2:00 p.m. to 3:30—Advising—New students
May	10	Registration: Returning students 8:00-12:00 Noon New and reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
May	11	Late Registration
May	11	Classes Begin
May	11, 14, 15	Days to correct schedules due to error on (9:00 a.m.-12:00 Noon, day students)
May	14, 15	(7:00-9:00 p.m., evening students)
May	15	Last day to withdraw with refund
May	25	Last day to complete application for graduation
May	28	Memorial Day Holiday
June	15	Last day to withdraw from class with a "W"
June	15	Evening classes only. Last day to change from credit to audit
June	21	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 2
June	21	End of First Session

SPRING TERM—Second Session 1972-73

ne 1	Last day to make application for admission as a day student, 3:00 p.m.
ne 4	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
ne 15	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
ne 15	Last day to reactivate files for day school
ne 22	Orientation and Academic Advising: 8:00 a.m. to 9:30—Advising—Reactivates 9:00 a.m. to 10:00—Orientation—New Students 10:00 a.m. to 12:30—Advising—New Students 1:30 p.m. to 3:30—Advising—Those not previously advised
ne 22	Registration: Returning students 8:00-12:00 Noon New and Reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
ne 25	Late Registration
ne 25	Classes Begin
ne 25, 26, 27	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (7:00-9:00 p.m., evening students)
ne 27	Last day to withdraw with refund
y 3	Last day to complete application for graduation
y 4	Independence Day Holiday
y 27	Last day to withdraw from class with a "W"
y 27	Evening classes only. Last day to change from credit to audit
gust 3	Final examinations. All grades due in Registrar's Office by 4:00 p.m., August 3
gust 3	End of Term

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE



FACULTY

ACKERMAN, KENNETH E.	Chemistry
B.S., Baldwin-Wallace College M.A., Western Reserve University	
ADAMS, FLORENCE C.	Music
B.M., College—Conservatory of Music of the University of Cincinnati M.M., Eastman School of Music of the University of Rochester, N.Y.	
ADAMS, JOHN F.	Basic Studies
B.A., Berry College M.A., Auburn University	
ALBEE, D. HUGH	Music
A.B., B.M., M.M., University of Rochester	
ALBER, KNUD D.	Mathematics
B.S., North Carolina State College M.Ed., University of North Carolina M.A., Louisiana State University	
ALLEE, MAX LEROY	Psychology
B.A., M.A., University of Florida	
ALLISON, PAUL W.	Assistant Dean of Academic Affairs
A.B., St. Lawrence University M.B.A., Harvard University	
ALLRED, ELIZABETH T.	Biology
A.B., Keuka College M.A., Mount Holyoke College	
AMBROSIO, MARTHA A.	Hotel —Food Service
B.S., M.S., R.D., Florida State University	
ARANT, ODAS E.	Ar
B.A., M.F.A., Florida State University	
ARCHER, PATRICK	Ar
B.A., Principia College M.F.A., Calif. College of Arts and Crafts	
AUSTIN, LEON F.	Electronics
B.S., M.S., Florida State University	
BALDREE, OPAL H.	Data Processing
B.S., University of Illinois M.A., Florida Atlantic University	
BARTON, FRANCIS D.	Mathematics
B.S., B.S.A.E., U.S. Naval Academy	
BATSON, ROBERT L., JR.	Business Administration
B.A., Harding College M.A., M.Ed., George Peabody College for Teachers	
BECHERER, FLOYD O.	History
A.B., M.A., Washington University	
BELL, ROY E.	Physical Education
B.S., M.P.E.H., University of Florida	
BENEDICT, DEAN G.	Dental Assisting
B.S.Ed., Ohio Northern University D.D.S., Ohio State University	
BETZ, VINCENT P.	English
B.A., Seton Hall University M.Ed., University of Florida	
BLANTON, BETTY G.	Physical Education
B.S., Florida State University M.P.E.H., University of Florida	
BLOODWORTH, CAROL J.	French, Spanish
B.A., M.A.T., Emory University	
BONVECCHIO, CONSTANCE J.	Dental Hygiene
R.D.H., A.A.S., State University of New York at Farmingdale B.S., Florida Atlantic University	
BOOK, ROBERT L.	Engineering Graphics
B.S.Ed., California State College of Pennsylvania M.S., Florida State University	
BOSWORTH, MARY H.	Reading
B.S.Ed., Georgia State College for Women M.Ed., University of Miami	
BOTTOSTO, SAMUEL S.	Chairman, Dept. of Social Science
B.S., Columbia University M.A., Furman University Ed.D., University of Florida	
BRIDWELL, CARRIE G.	English
A.B., Florida A & M University M.A., New York University	
BRITTEN, ELEANOR J.	English
B.S., Florida State University M.A.T., Rollins College	
BROWN, MARGARET M.	Librarian
B.S., Alabama State College M.S.in L.S., Atlanta University	

ULLOCK, RUBY L.	Mathematics
A.B., Florida A & M University M.A., University of Chicago M.S., University of Maine	
USSELLE, DONALD H.	English
B.S.E., University of Tampa M.S., Florida State University	
UTLER, CAROL S. (Personal Leave 1971-72)	Biology
B.S., Duke University M.A.T., University of North Carolina	
UTLER, PAUL W.	Counselor, Student Personnel
B.S., Ft. Valley State College M.A., Fisk University	
UTTERFIELD, LEE E.	Chairman, Dept. of Foreign Languages
A.B., H.L.D., Hillsdale College M.A., McGill University	
UTTERWORTH, DONALD Q.	Music
B.M., M.M., Eastern School of Music Ed.D., Teachers College, Columbia University	
WAMPBELL, JUDY ANN B.	Nursing
R.N., B.S., M.A., University of Florida	
WATLOR, DANIEL P., JR.	Biology
B.S., Indiana State Teachers College M.S., Cornell University	
WONLEY, CECIL	Chemistry
B.S., M.S., University of Kentucky Ph.D., North Carolina State University	
WONNELL, CHARLES K.	Engineering Graphics
A.A., Palm Beach Junior College B.S., M.S., Florida State University	
WONNELLY, OLGA	English
B.S.E., Pennsylvania State Teachers College M.A., University of Michigan	
WONNOLLY, JOHN M.	English
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WOOK, DONALD W.	Counselor, Student Personnel
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WOOOPER, JAMES A.	Electronics
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WRANE, JOSHUA	English
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WROWLEY, EDWARD J.	English
B.S., Bridgewater State College M.A., Boston College	
WAMPIER, H. PAYGE	Social Science
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M.A., University of Wyoming	
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M.A., New York University	
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M.A., University of Alabama	
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M.S., University of Miami	

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M.S., University of Miami	
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M.A., Montclair State College	
RAHAM, CHARLES G.	Assistant Registrar
B.S.E., Arkansas State Teachers College	
M.A., Memphis State University	
RAHAM, PAUL W.	Dean of Academic Affairs
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M.A., University of Mississippi	
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M.M., Northwestern University	
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M.A., M.B.A., University of Maryland	
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B.F.A., The Art Institute of Chicago	
M.F.A., Southern Illinois University	
ALL, EDITH F.	Home Economics
B.S., M.S., Florida State University	
ARDY, LINDA L.	Nursing
R.N., B.A., Florida State University School of Nursing	
ARTMAN, MAURICE E.	Biology
B.S., Westminster College	
M.A., Indiana University	
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B.M., Hardin-Simmons University	
M.M., North Texas State College	
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M.S., Atlanta University	
ICKS, C. ERROL	Social Science
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M.Ed., Florida Atlantic University	
ITCHCOCK, PAUL W.	Mathematics
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A.M., Bowdoin College	
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M.Ed., University of Miami	
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M.S., Florida State University	
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M.A., University of Pennsylvania	
Ph.D., University of Virginia	

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JONES, JOAN S.	Foreign Languages
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A.M., University of Cincinnati	
KANE, O'NEILL K.	Business Administration
B.S., United States Military Academy	
M.B.A., Rollins College	
KNITTLE, CARL R.	English
B.A., North Central College, Naperville	
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morning

outside . . .



in the early morning, Karen Sutherland competes with 3,682 day students for 1,962 paved parking spaces and 560 unpaved ones. Fortunately, there is no single period when all day students and 2,302 evening students are present at the same time.

inside there is space . .

in the new biology lecture room for Karen, who was Miss Palm Beach County in 1971-72.



space, and time, too . . .



from Dr. Robert E. Puddy for Miss Palm Beach County. Before Karen, Miss PBC was Kim Morgan of PBJC, before that, Diane Belle of PBJC, before that, Kathy Parker of PBJC, before that, Peggy Pink of PBJC. You don't HAVE to go to PBJC to become Miss PBC, but it must help!

still morning . . .

and time to check the Daily Bulletin to find out what is going on, even though this day, (slightly altered by editorial fiat), is going to be so long Karen won't have time for much extra-curricula activity.



an hour for study . . .

and the best place is the Library Learning Resources Center, where



and lots of periodicals . . .



copy machines . . .



ard catalog . . .

are only a small part of the many aids available to make study time more profitable.

before lunch . . .



a favorite class for music major Karen, the Pacesetters, who sing and play modern music at a near professional level, here rehearsing around the piano on an otherwise bare auditorium stage.

noon

*hamburger
and shake . . .*

from the sandwich bar
is all for Karen,
who seldom eats
a full noon meal



absorbed, intelligent interest . . .



from Karen and friends in
biology lab. This is
what it's all about.

a larger

singing group . . .

the Concert Choir, gets hands into the action. Karen is an accomplished dancer and actress, and was the overwhelming winner in the talent part of her county contest.

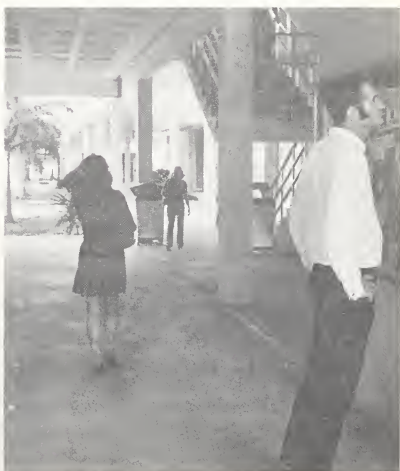


lengthening shadows . . .

and a beautiful Florida sky made Golf Class a pleasure as the day ending draws near.

into the sunset . . .

and back toward the faithfully waiting Renault. But this day in the life of Miss Palm Beach County has not yet ended.



and night



evening classes . . .

for Karen and many other PBJC students, are a regular part of the study program. Here, in the dark auditorium a single spot blanks out the features of a classmate, as Karen and other drama students watch, listen, analyze and learn.

The Palm Beach Junior College campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to Lake Osborne.

Twenty-three buildings, according to the latest schematic, reproduced on the inside of the back cover of this bulletin, are located on the campus. Land and buildings, not including equipment, are valued at \$7 million on college records, but would probably cost much more to replace.

The latest building to be completed was the Food Service Management Building, occupied in 1971.

Final plans were being drawn as this bulletin went to press for the first phase of a \$1 million Criminal Justice Institute. A schematic for the entire institute is on the inside of the front cover of the bulletin. The first planning for the campus, in 1955, occurred at a time when architectural thought leaned to widely spread buildings and open vistas, and by 1963 it took a brisk walk to cross the entire campus in the ten minutes between classes.

Architectural experts, in a master plan for the campus accepted in 1964, found places for all future buildings with the perimeter already set and added paved parking lots on three sides. The plan called for three phases, and two of them have been completed.

The college already owns a site in northeastern Palm Beach County, where a second major campus will be built when student population grows too large for the present site.

History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21 acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found a permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

An era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students, when it moved into its permanent campus, to more than 5,000 students in the fall of 1968.

The college continued and strengthened its role in preparation of students for the upper division of colleges and universities and its excellent academic reputation, but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years. It is estimated that 35 per cent of the students now enrolled do not plan college work beyond that they can obtain at PBJC. The college has expanded rapidly into almost full use of its first permanent campus, and is currently engaged in planning for a second campus, in the northern part of Palm Beach County.

In July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is note-worthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.

Philosophy

Realizing that there is an ever increasing demand for post high school training at the college level and knowing that many of its area citizens without a community-centered college might be denied the opportunity of pursuing their various educational goals, Palm Beach Junior College is dedicated to providing its students with high quality education at a minimum cost for the benefit of the individual, of the nation, and of society in its efforts to achieve its hope for the future.

Purposes

In implementing its philosophy, the College has several specific and particular purposes:

- A. The College endeavors to provide the needed curricula in four general areas of instruction.
 1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
 - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
 - b. It provides pre-professional studies for admission to professional schools.
 2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation—a program that serves both social and individual needs.
 3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program may include liberal arts study to aid him in gaining civic competency and personal adequacy.
 4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational and cultural needs of the area—through the development of community service programs.
- B. Among the several desirable qualities the college seeks to promote in its students are:
 1. Qualities of maturity, leadership and ability to participate in group efforts.
 2. Desirable ethical, moral and esthetic values, attitudes and sensitivities.
 3. Knowledge, skills and social and intellectual competencies.
 4. Responsible, proficient and informed principles of citizenship.
 5. Awareness of the need for self-discipline as being fundamental both to academic excellence and to achievement in any serious endeavor.

Accreditation and Membership

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges, the Florida Association of Colleges and Universities and the American Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such notation indicates that professional accreditation has neither been sought nor granted.



Evening Classes

Evening classes at Palm Beach Junior College serve as an extension of the day program. Most of the instructors in the evening are full-time faculty members. The textbooks, instructional procedures and classroom time are the same as during the day. Library, bookstore and counseling services are available to evening students.

Most of the evening courses meet one night a week; a few meet two nights a week. Courses may be taken on a credit or non-credit (audit) basis. Adults 21 years of age or older may audit courses without having graduated from high school.

A separate bulletin listing the courses offered in the evening is published in March, July and November. To obtain a copy of the bulletin or for further information contact the Registrar's office, Palm Beach Junior College, 200 Congress Avenue, Lake Worth, Florida 33460.

Student Activities

Intercollegiate Athletics

Palm Beach Junior College offers Intercollegiate competition for men in Basketball, Baseball, Golf and Tennis. Membership in the Florida College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The Athletic Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

Intramural and Recreational Activities

Intramural and Recreational activities are sponsored by the Department of Health, Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program whether it be planning and organizing activities, playing, or officiating a particular contest.

Assemblies

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

College Reading Center

In addition to the Reading Emphasis sections in basic freshman English Communications, the College Reading Center provides a free program for all students who wish to improve their reading skills—comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The College Reading Center is open from 7:30 A.M. till 3:30 P.M. each day. The program is available for all students during the fall and winter terms.

Speech and Hearing Center

The College Speech and Hearing Center provides free clinical services to students on a voluntary basis. Assistance is available in the following areas: Problem sounds, fluency, rate, voice quality, speech reading, listening skills, and English as a second language. Hearing evaluations are scheduled on a priority basis by appointments.

Student Personnel Services

Placement Tests

Palm Beach Junior College uses the Florida state-wide placement test for placement purposes. Florida seniors will normally meet this requirement by taking this test during their senior year in high school. Score reports will automatically be available for all Florida seniors who took the test during the 1969-70 school year. Test results prior to 1969-70 will not be accepted.

Out-of-state students or others who have not taken the Florida state-wide test may either appear on campus on the final testing dates listed on the calendar in this catalog to take the required test, or submit scores prior to acceptance from the ACT (American College Testing Program) which is given nationally. Students should contact their guidance counselor for test dates and applications. To insure receipt of ACT scores, this test should be taken in October for admission to the winter term and in April for admission to the fall term.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

Applicants who are in Military Service may write and request the Director of Testing to mail placement tests to his education officer who has agreed to administer the test on his base as an aid to complete admission requirements prior to registration assignments. --(Applies to first-time-in-college students only.)

Orientation

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairman of the program in which the student plans to study and arrangements are made at this time for assigning the student an academic advisor.

Individual Counseling

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5, the Student Personnel Office and Student Activity Center.

Marriage and family counseling is available from a Faculty-Staff member who is accredited by the Eastern Division of Family Consultants and the International Council of Consultants and the International Council of Consultants on Marriage and Family Relationships.

Evening Counseling Service

A professional guidance counselor will be available in the main office (Registrar's Office) to provide counseling services for evening students.



Academic Advisement

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

Student Health Services

The following services are available in the Student Personnel Office;

- Health Counseling by appointment

- First Aid treatment only

- Handicapped parking in various areas of the campus

- Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

Housing

A list of available housing, of landlords who will rent to students without regard to color, race, creed or national origin, may be obtained from the Student Housing Office, Student Personnel Department, upon request. The college is located about three miles from any public transit service. There is no bus line to or from campus. Students and their parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. Students interested in renting a house are cautioned against signing any contractual agreement or making an advance deposit until they have consulted the Housing Office. The college has no dormitory facilities and has no responsibility for agreements between landlords and students. Students living away from home must complete the Residence Survey Form upon registering.

Students without cars, especially foreign students, should finalize housing arrangements by June 1 for Fall Term enrollment, October 1 for Winter Term, and February 1 for Spring Term Sessions I and II.

Food Service

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government Surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

Job Placement

Placement Services include listings, by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job opportunities are posted in the Job Placement office, Student Activity Center, on Departmental bulletin boards, in the Main Office for Evening students, and frequently appear in the Daily Bulletin. Job placement is also done in the various departments.

Insurance

The College recommends that all students purchase student insurance. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

Student Handbook

All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.

Student Financial Aid

Palm Beach Junior College has a financial aid program to assist qualified and deserving students to obtain an education. Three types of aid are available: Scholarships, loans and student assistantships. All aid is based on financial need as determined by the Parents' Confidential Statement or the Students' Confidential Statement of the College Scholarship Service, Box 176, Princeton, New Jersey 08540. Submission of the financial statement alone does not qualify a student for assistance. A college financial aid application is also required. Applications and information may be obtained from the Office of the Director of Financial Aid. Filing an application authorizes the release of academic records to those involved in granting financial aid.

Scholarships

A limited number of scholarships are awarded each year by the Palm Beach Junior College Scholarship Committee. In order to qualify for one of these scholarships an applicant must be enrolled or accepted for enrollment as a full-time student carrying at least 12 credit hours, have at least a "C" average and show evidence of need. Applications and a financial statement should be submitted to the Office of Financial Aid before July 1. Following is a list of the scholarships for the 1970-71 academic year which were administered through the Office of Financial Aid. Organizations which did not go through the Scholarship Committee or notify the Committee of such awards may not be listed.

Advertising Club of the Palm Beaches
Alpha Delta Kappa—Iota Chapter
American Business Women's Assoc.—
Gold Coast Chapter
American Business Women's Assoc.—
Palm Beaches Chapter
American Dental Hygienists Assoc.
Educational Foundation
American Scandinavian Foundation
American Legion Auxiliary—
Jensen Beach Unit No. 126
American Legion Auxiliary—
Lake Worth Unit No. 47
American Legion Auxiliary—
Riviera Beach Unit No. 268
American Legion Post No. 12
West Palm Beach
Anonymous Donor No. 5
Anonymous Donor No. 6
Bethesda Memorial Hospital Auxiliary
Bishop, E.E. Memorial
Brewer, Gilbert M.
Broward County Dental Society
Auxiliary
Brown, E. Bertha Estate

Business & Professional Women's
Club of Boynton Beach
Citizens Investment in Youth
Civitan Club of Delray
Civitan Club of Lake Worth—
Lt. Randy Engram Memorial
Civitan Club of Southboro
Coterie Club of the Palm Beaches—
Doris Gathman Memorial
Coterie Club of the Palm Beaches—
Lucy & William Fletcher Memorial
Davidson, Sidney Memorial
Delta Kappa Gamma
Disabled Veterans Holding Company
DePeyster Foundation
Duncan, Watson B., III
Elite Community Club
Elks Club of North Palm Beach
Ellis, Eugene
Engel, Dr. T., Dental Auxiliary
Eschenbacher, Ethel Trust Fund
Exchange Club of Lake Worth
Exchange Club of John I. Leonard
High School

Exchange Club of Vero Beach
 Exchange Club of John I. Leonard
 High School
 Finnish Workers Club
 Florida Hotel & Motor Hotel Assoc.
 Florida Peace Officers Ladies Auxiliary
 Forest Foundation—Walter Godsoe
 Fraternal Order of Police—
 Lake Worth Lodge No. 1
 Fraternal Order of Police—
 West Palm Beach Lodge No. 2
 Fraternal Order of Police Associates—
 Lake Worth Lodge No. 1
 Gatto, Robert
 Gee & Jenson Consulting Engineers
 Geller, Harry
 Gem & Mineral Society of the
 Palm Beaches
 Glades Cooperative Educational Fund
 Gold Coast Voiture No. 1490
 Boca Raton
 Golden Palm Festival
 Gold Coast Senior Golf League
 Hardman, Gary Memorial
 Healy, Mrs. Harriett
 Johnson's Howard of Florida
 Junior Achievement of Owensboro-
 Davies Co., Kentucky
 Jr. Woman's Club of Boynton Beach—
 Miss Boynton Beach Pageant
 Jr. Woman's Club of Boynton Beach
 Key Club of Palm Beach High School
 Keyette Club of Forest Hill High School
 Kiwanis Club of Delray Beach
 Kiwanis Club of Lake Worth
 Kiwanis Club of Lantana
 Kiwanis Club of West Lake Worth
 Kiwanis Club of Westside
 West Palm Beach
 Kiwanis Club of Riviera Beach
 Kiwanis Club of Southside
 West Palm Beach
 Knights of Pythias, Florida
 Lake Shore High School
 Lake Worth, City Fire Department
 Lake Worth Playhouse
 La Sertoa Club of Sarasota, Fla.
 Leonard, John I. High School Faculty
 Scholarship
 Lewis, Janet J. Trust Fund
 Lions Club of Lake Worth
 Lions Club of Southside
 West Palm Beach
 McBurney Foundation
 Mizell, N. W.
 Montreal Expos
 Music Department
 National Secretaries Association
 —Palm Beach Chapter
 Nina Haven Charitable Foundation
 Norman's
 North Broward Hospital Auxiliary
 Northeast High School Sr. Work Day
 Palm Beach County Assistant
 Principals' and Deans' Association
 Palm Beach County Dental Hygienists
 Society
 Palm Beach County Hospitality
 Foundation
 Palm Beach County Hospitality
 Book Foundation
 Palm Beach County Principals'
 Foundation
 Palm Beach County Junior College
 Scholarship Fund
 Parker, Mrs. Ruth
 Perry, Shirley B. Scholarship
 Lake Worth High School
 Pilot Club of the Palm Beaches
 Pompano Beach-Deerfield Beach
 Board of Realtors, Inc.
 Pompano Beach High School Juniors
 Pompano Beach High School Sr.
 Work Day
 Pompano Beach High School
 Student Council
 Quota Club of the Palm Beaches
 Rehme Estate
 Reitzel, Scholarship—
 U.S. Post Office, W. Palm Beach
 Reynolds, Burt
 Rinker Companies Materials
 Rockette Club of West Palm Beach
 Roosevelt High School Class of 1960
 Rotary Foundation, of Palm Beach, Inc.
 Rotary Club of Riviera Beach
 Rotary Club of West Palm Beach
 Rotary Club of West Palm Beach-South
 St. Paul's Episcopal Church Rector's
 Fund
 St. Anastasia's Catholic
 Woman's Club of Ft. Pierce
 Sales & Marketing Club of P.B.J.C.
 Soroptimist Club of Boynton Beach
 Shumaker, Paul & Adelyn Foundation
 Soroptimist Club of
 Lake Worth & Lantana
 Sweet Adelines—Royal Palm Chapter
 Taylor Funeral Home
 Temple Israel Men's Club
 United Commercial Travelers
 Auxiliary No. 230
 United Daughters of the Confederacy
 —Margaret Mitchell Chapter
 United Daughters of the Confederacy
 —Thomas Benton Ellis Chapter
 U.S. Bureau of Indian Affairs
 V.F.W. of Lake Worth Post No. 3588
 Weissert, Lena Memorial
 West Palm Beach Fire Department
 Woman's Club of Boynton Beach
 Woman's Club of Deerfield Beach
 Woman's Club of Jupiter/Tequesta
 Woman's Club of Lake Worth
 Casuarina Women's Club of Lantana
 Woman's Club of West Palm Beach
 Women of the Moose No. 1019—
 Daytona Beach
 Z Club of Palm Beach High School
 Z Club of Seacrest High School
 Zonta Club of the Palm Beaches

Financial Aid for Specific Programs

ART

COTERIE CLUB OF THE PALM BEACHES. Cash award for an art major.

ELEANOR LILIENTHAL MEMORIAL SCHOLARSHIP. Cash award for an art major.

NATIONAL LEAGUE OF PEN WOMEN, BRANCH OF THE PALM BEACHES. Cash award to an art major.

ATHLETICS

A number of grants-in-aid are available to those who are eligible to compete in varsity athletics. Athletes should contact the Athletic Director or the athletic coaches.

DATA PROCESSING

dePEYSTER FOUNDATION. For a Data Processing major with a high academic average.

DENTAL

ALPHA XI DELTA ALUMNAE CLUB OF THE PALM BEACHES. A small loan fund available to Dental Hygiene students.

AMERICAN FUND FOR DENTAL EDUCATION. Scholarship to a Dental Laboratory Technology student.

L. M. ANDERSON MEMORIAL SCHOLARSHIPS. Two awarded by the Advisory Committee of the Department of Dental Hygiene and Dental Laboratory Technology with recommendations of the staff of the Dental Health Department.

BROWARD COUNTY DENTAL SOCIETY AUXILIARY SCHOLARSHIP. Available to residents of Broward County.

EDUCATIONAL TRUST FUND FROM THE AMERICAN DENTAL ASSOCIATION. Several \$800 scholarships based on high academic achievement.

JULIETTE A. SOUTHARD SCHOLARSHIP TRUST FUND. Scholarships to a Dental Assisting student.

MIAMI DENTAL AUXILIARY SCHOLARSHIP FUND. Available to residents of Dade County.

PALM BEACH COUNTY DENTAL SOCIETY, DENTAL EDUCATION LOAN FUND. Loans available on the basis of need, character and ability.

PAWLEY SCHOLARSHIP. \$450 awarded by the State Dental Committee.

EDUCATION

PALM BEACH COUNTY PRINCIPALS' ASSOCIATION. For residents of Palm Beach County.

PALM BEACH COUNTY ASSISTANT PRINCIPALS' AND DEANS'. For residents of Palm Beach County.

HOTEL—RESTAURANT AND FOOD SERVICE

The following donors provided scholarships in 1971-72 for full time students majoring in the Hotel-Motel program.

Florida Hotel and Motor Hotel Association Trust Fund—Statler Foundation

Palm Beach County Hospitality Educational Foundation, Inc.

Mrs. Harriet Healy

Howard Johnson's of Florida

LAW ENFORCEMENT

FEDERAL LAW ENFORCEMENT EDUCATION PROGRAM. Any full time employee of a law enforcement or corrections agency is eligible for a grant covering tuition and books upon agreement that they serve two years in that agency upon completion of the courses for which they receive the grant. Full-time students in the Law Enforcement Program are eligible for loans up to \$1,800. Loans may be canceled by working in a law enforcement capacity.

FRATERNAL ORDER OF POLICE LODGE NO. 2 WEST PALM BEACH. Two \$250 scholarships for a Police Science Major.

PALM BEACH COUNTY ASSOCIATION OF CHIEFS OF POLICE. For residents of Palm Beach County.

EUGENE ELLIS MEMORIAL SCHOLARSHIP. \$300 for residents of Palm Beach County.

MUSIC

FLORIDA ATLANTIC MUSIC GUILD SCHOLARSHIP. \$750 in scholarships awarded annually to music majors with exceptional talent. Recipients are selected by auditions.

LAKE WORTH SOROSIS SCHOLARSHIP. The sum of \$250 is granted to the music department to assist worthy students with their applied music courses fees. Selection of recipients is determined by talent and financial need.

MUSIC STUDY CLUB, West Palm Beach, Florida. The Palm Beach Junior College Music Major Achievement Award \$100.

THE RAYMOND JOHN WEAN FOUNDATION SCHOLARSHIP. \$200 for a Music Major. Recipients are selected by audition.

SOROPTIMIST CLUB OF LAKE WORTH-LANTANA. \$225 is awarded to a Music Major from the Lake Worth-Lantana area.

MUSIC AND DRAMA CLUB. \$75 is awarded to a Music Major selected by audition.

PALM BEACH COUNTY MUSIC TEACHERS ASSOCIATION. \$75 is awarded to a Music Major selected by audition.

NURSING

AMERICAN LEGION AUXILIARY OF RIVIERA BEACH MEMORIAL UNIT 268. For a widow or child of a veteran.

BETHESDA MEMORIAL HOSPITAL WOMEN'S AUXILIARY. Several scholarships in health related fields.

GILBERT BREWER SCHOLARSHIP. Recipient works in J. F. Kennedy Hospital one year for each year scholarship is used.

SIDNEY DAVIDSON MEMORIAL SCHOLARSHIP. Recipient must practice nursing in John F. Kennedy Hospital one year for each year scholarship is used.

DISTRICT 40 NURSES ASSOCIATION SCHOLARSHIP. For student in the south Palm Beach County area.

ETHEL A. ESCHENBACHER TRUST FUND. A non-interest loan available to black students entering the nursing program.

PALM BEACH COUNTY VOITURE 290-40 et 8. Five \$100 scholarships for nursing students.

ST. MARY'S HOSPITAL WOMEN'S AUXILIARY. A \$250 scholarship for nursing students.

SOROPTIMIST CLUB OF LAKE WORTH-LANTANA. Scholarship for a needy student in nursing.

UNITED COMMERCIAL TRAVELERS. For a sophomore girl, single, under 21 years of age, resident of Palm Beach County.

State Scholarships

STATE VOCATIONAL REHABILITATION SCHOLARSHIPS. The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance for those persons who are physically handicapped. Applicants should contact the Director of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach.

Loans

AMERICAN ITALIAN CLUB LOAN. Limited loans are available for use in upper division. Students must be residents of Palm Beach County.

COLLEGE STUDENT LOAN. A loan fund has been established to permit a student to borrow from \$10 to \$50 on an emergency basis. Loans are made only to students who are in good standing and cannot be used for registration fees. Freshmen must wait until after progress reports are issued to be eligible. Loans must be repaid one week before examinations of the term in which the loan is made.

FEDERALLY INSURED LOANS. Through Federal assistance loans up to \$1500 a year are available through the student's local banks after approval by the college. Students must be citizens or nationals of the United States and carry at least one half of the full-time academic load at the college.

FLORIDA STUDENT LOAN. Students who have been bona fide residents of the State of Florida for at least two years and whose family income is below \$15,000 may borrow up to a maximum of \$1,200 a year to be used for tuition, books and housing. Repayments at 4% interest begin six months following graduation or termination of full-time attendance.

SERVICE CLUB LOANS. A number of loan funds are available from various clubs and organizations in the community. Information may be obtained from the Director of Financial Aid.

STUDENT GOVERNMENT LOANS. Loans of varying amounts are available to Palm Beach Junior College Graduates for use in upper division. They are granted on the basis of academic achievement and need.

Student Assistantships

ASSISTANTSHIPS. A number of campus jobs are available to students who may not qualify for the Federal Work Study Program.

COOPERATIVE-EDUCATIONAL PROGRAM. Jointly sponsored by the College and Southern Bell Telephone and Telegraph Company, afford students the opportunity of working full-time during the Winter Term (earning \$1200-\$1500), and continuing their studies during the Fall and Spring Terms.

FEDERAL WORK STUDY. This program permits eligible students to work in jobs on campus up to fifteen hours a week. Applications should be submitted at least two weeks before the term begins. A financial statement will be required.

Scholarships for Graduates

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN. A \$100 gift scholarship to a girl graduate with at least a "B" average who plans to attend a AAUW approved college.

DR. R. BLICHER, two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

CALVIN W. CAMPBELL MEMORIAL SCHOLARSHIP. A \$1000 gift scholarship awarded annually by First Federal Savings & Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported college or university.

ROBERT LEE CHASTAIN Four \$250 scholarships based on need and academic achievement. May be used at a college of the student's choice.

GEE AND JENSON CONSULTING ENGINEERS, INC. A \$500 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice.

HALSEY & GRIFFITH, INC. A \$1000 gift scholarship awarded in honor of the company's customers to a graduating sophomore on basis of achievement and need. Restricted to those going to a Florida state-supported college.

JAYCEES OF WEST PALM BEACH. A \$250 scholarship awarded to a male who resides in West Palm Beach. Awarded on basis of scholastic promise, financial need and personal worth of candidate.

JUNIOR WOMAN'S CLUB OF NORTH PALM BEACH. \$1000 gift scholarship, \$500 for each two years in upper division.

LAKE WORTH AMERICAN LEGION POST NO. 47. \$500 gift scholarship, renewable, to Lake Worth High School graduate who is a permanent Lake Worth resident needing financial assistance.

LAKE WORTH ART LEAGUE. \$200 to graduating sophomore majoring in art.

MEDICAL SOCIETY OF PALM BEACH COUNTY. Two \$800 gift scholarships to students planning to complete training for medical or science career.

PALM BEACH CHAPTER OF FLORIDA ENGINEERING SOCIETY & LADIES AUXILIARY. \$200 gift scholarship to student accepted in a Florida school of engineering.

PALM BEACH COUNTY SCHOLARSHIP FOUNDATION. Four \$500 awards to graduates entering upper division.

DONALD PATERSON INTERIOR DESIGN SCHOLARSHIP. To an Interior Design major entering upper division.

PERSONNEL ASSOCIATION OF PALM BEACH COUNTY. First term tuition and fees at a State university to a male student majoring in business administration or personnel.

BURT REYNOLDS SCHOLARSHIP FUND. An undesignated amount to sophomore graduate to pursue drama study.

STUDENT GOVERNMENT. Four scholarships of \$300 based on service to the college. No restrictions to be placed on college or university attended.

Student Body Organizations

Student Government

The management of student activities is vested in the Executive Department of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Department any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

Honorary Organizations

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

PHI RHO PI ALUMNI CHAPTER. Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

SIGMA PHI ALPHA. Alpha Pi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

Student Publications

THE BEACHCOMBER. The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

THE GALLEON. The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

MEDIA. Students are urged to submit contributions to Media, the college literary magazine. Poetry, short stories, essays, short plays are always needed. Subject matter is unrestricted. Material submitted is judged solely by a student editorial board. Interested students are given an opportunity each fall to become a member of this board. Media is published in the spring of each year. Material should be submitted from September until January 30, the earlier the better.

STUDENT CALENDAR. The Student Government Association compiles and distributes to each student upon registering a calendar of important college events. This calendar is included in the Student Handbook.

Special Interest Groups

ALUMNI ASSOCIATION. All former students who have earned credit at Palm Beach Junior College are eligible to become members of the Alumni Association. The Association, under the guidance of a President and an Executive Board, do many things to assist the college in its overall function such as financial assistance for students, job placement, both part-time and full-time for students, and general assistance in other community-wide activities.

AMATEUR RADIO CLUB. The Sunburst Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

ART CLUB. All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities, such as art exhibits, craft groups, photography, including dark room, and to uphold high artistic standards on campus.

CAMPUS GOLD. Campus Gold is a women's service club affiliated with the National Girl Scouts, and is dedicated to serving the college, the community, the Girl Scout Council, and younger Girl Scouts. The PBJC Chapter, founded in 1968, was one of the first to do so in the nation.

CHESS CLUB. Organized in 1962, the Palm Beach Junior College Chess Club welcomes any student who is interested in the fine game of chess. The club sponsors student chess tournaments and its team plays matches with other chess clubs in the area.

THE CIRCLE K CLUB. Organized at Palm Beach Junior College in 1952, Circle K is the largest college organization in existence. Locally sponsored by the Southside Kiwanis Club of West Palm Beach the members of Circle K work cooperatively with all interested groups to promote the betterment of the college and community. Circle K is open to all men enrolled at Palm Beach Junior College and provides an excellent opportunity for leadership experience in service activities.

CIVINETTES. A women's service club sponsored by the Lake Worth Civitan Club, chartered September 1964, gives young women the opportunity of serving the college and community. The club is a sister organization to the men's group, the Collegiate Civitans.

CIVITAN CLUB. Sponsored by Civitan International, Collegiate Civitan is composed of young men interested in both community and school service.

COLLEGIATE JAYCEES. Interest in the many activities of college life and the surrounding community shall be promoted by the Collegiate Jaycees.

FAME. The Florida Association of Managerial Education is an affiliate of the Post-Secondary Division of the Distributive Education Clubs of America. The Palm Beach Junior College Chapter's objective is to develop leadership in the field of retailing, marketing, and management through meaningful chapter activities. Membership is open to interested business students.

P.B.J.C. SCIENCE CLUB. The Palm Beach Junior College Science Club was organized in June, 1958.

Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

FOREIGN LANGUAGE CLUB. The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to language and culture of French and Spanish-American nations.

FORENSICS. This is an activity, not an organization. The college carries on a full range of speech activities both on the intramural and the intercollegiate level. These activities include Oral Interpretation, Debate, Reader's Theatre (at least two full-scale productions a year), Poetry Reading, Persuasive, and Entertaining Speaking, as well as others. Training sessions are held when necessary and competition is open to all regularly enrolled students in good academic standing.

JUNIOR AMERICAN DENTAL HYGIENE ASSOCIATION. The purpose of this association is to promote the professional, social and educational aspects of the dental hygiene profession. Members must be dental hygiene students.

K—ETTES. Sister organization to Circle K, K—Ettes is a service club of female students who are dedicated to providing practical means for enduring friendships, to rendering service, and to building better communities.

ORGANIZATION OF AFRO-AMERICAN AFFAIRS. The OAA, officially launched in 1969, is open to all students at PBJC and has as its prime purpose the establishment of a more purposeful interaction between Afro-American Students, Administration, Faculty and other students at PBJC.

POLITICAL UNION. The Political Union is a non-partisan, student organization dedicated to the advancement of the study of government and politics. Membership is open to all students. Dinner meetings are held each term at which outstanding political personalities are featured. As an affiliate of the Florida Center for Education in Politics, members of the Political Union participate in sponsored research, regional and state conferences and field trips.

RELIGIOUS GROUPS. The college endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

S.I.U. The Students for International Understanding, organized Winter Term '69-'70, Chartered '70-'71, promotes the international exchange of ideas, customs, and cultures for foreign and native students and faculty, assists in the orientation and adaptation of new students to campus and community life; and promotes international hospitality and friendships.

SAIL CLUB. A campus organization for all students who are interested in sailing. Its aim is to teach non-sailors, make boats available to sailors, and have Palm Beach Junior College entries in regattas here and elsewhere in the Gold Coast area.

STUDENT EDUCATION ASSOCIATION. This is a pre-professional organization composed of students interested in the teaching profession. The John I. Leonard Campus Chapter is affiliated with the Florida Education Association and the National Education Association and is open to interested students upon the payment of required dues. The local chapter seeks to provide its members with opportunities for developing personal growth and professional competencies and to provide experiences which will interest capable students in teaching as a career.

STUDENT CONTRACTORS AND BUILDERS ASSOCIATION. This organization provides communication link between the students of Engineering Technology and Architecture and the construction industry.

STUDENT NURSES ASSOCIATION. The membership is composed of students enrolled in the Nursing curriculum. The group meets monthly and is organized for the purpose of further development of a sense of personal, professional, and social responsibility.

VETERANS ASSOCIATION. Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity. The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

YOUNG REPUBLICANS. A student organization which fosters the ideals of the Republican Party, aids in the election of the Party's nominees in all elections, and collects, discusses and disseminates information concerning political affairs.

MUSIC ORGANIZATIONS

M.E.N.C. The student chapter of the Music Educator's National Conference is open to all students interested in music. Opportunities are made available for professional growth through participation in programs, music clinics, and social affairs.

COLLEGE SINGERS. Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed.

CONCERT BAND. Membership in the PBJC Concert Band is open to all qualified band instrumentalists who enjoy the study and performance of a variety of band literature. Several programs are given each semester at the college and in the community.

BRASS ENSEMBLE. Membership is open to all brass instrumentalists who meet the necessary degree of proficiency as determined by the music director. Literature for small combinations of brass instruments is studied and performed.

PERCUSSION ENSEMBLE. Membership is open to all percussion instrumentalists who meet the necessary degree of proficiency as determined by the music director. Literature for small combinations of percussion instruments is studied and performed.

STRING ENSEMBLE. Membership is open to all string players who meet the necessary degree of proficiency as determined by the music director. Chamber music from classical and contemporary repertory is studied and performed.

WOODWIND ENSEMBLE. Membership is open to all woodwind instrumentalists who meet the necessary degree of proficiency as determined by the music director. Literature for small combinations of woodwind instruments is studied and performed.

JAZZ ENSEMBLE. This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. It consists of a large ensemble and smaller rock, jazz and pop groups. All members must be enrolled in Concert Band with the exception of piano, brass, and guitar. Members are selected by auditions.

PACESETTERS. This organization provides a selected group of vocal performers, with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by auditions.

SOCIAL CLUBS

Palm Beach Junior College has the following organizations: Philo, Thi Del and Tri Omega for women and Phi Da Di, Alpha Phi Delta, and Chi Sig clubs for men.



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Methods of Admissions

CERTIFICATE OF GRADUATION

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Legal residents of Florida who are at least 20 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Department Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of narcotic drugs, or for campus disruptions.

Dual Enrollment

Exceptionally well qualified Florida high school seniors who have earned a minimum of 10 credits above grade nine with a "B" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met.

Early Admissions

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

A student in the early admissions program is considered to be a junior college student, but it remains the responsibility of the student and his high school to see that all high school graduations requirements are met.

Advanced Placement

It is the policy of Palm Beach Junior College to grant college credit to student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferrable to Florida institutions of higher education participating in a state-wide agreement.

Military Service Credits

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAFI) courses.

Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

1. **Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.**
2. **Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.**
3. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.
4. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
5. Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
6. Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.
7. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirement.
8. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.

Transient Students

Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for a session(s) of the Spring Term should complete Palm Beach Junior College Application for Admission Forms or, if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students are not required to submit a Medical Examination Form, but may substitute the Medical Statement Form for Evening or Transient Students.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

Foreign Students

Palm Beach Junior College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for foreign students are:

- (1) Applications must be made at least three months prior to the term in which a student plans to enroll.
- (2) Foreign transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. These records, when evaluated by the United States Office of Education or a standard guide currently used at PBJC, must meet admissions standards.
- (3) Foreign applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This test (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey, 08450, U. S. A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the Registrar's Office at PBJC. Successful completion of a program in "English as a Foreign Language" taken in residence at an American institution of higher learning may be accepted in lieu of the test of English as a Foreign Language.
- (4) Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. PBJC has no bus service. The nearest public transit system is in Lake Worth, three miles from campus. Inquiries regarding sponsors should be directed to the Foreign Student Advisor four to six months prior to the expected date of enrollment.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to new foreign students. Limited funds for emergencies are sometimes made available by local community organizations through the Foreign Student Advisor's Office.

Applicants will be notified by the Registrar of their acceptance and will be provided with Form I-20A as required by the United States Immigration Office, Department of Justice.

Change of Regulations

The college reserves the right to deny admission to any applicant and to change any of its rules, courses, regulations, calendar and charges without notice.

Admission Procedures

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. ADMISSION FORMS

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the resident affidavit notarized (page 4 of application form) forward completed application to the Registrar, together with one identification photograph (approximately 2" x 2"), BEFORE processing the other forms.

2. TRANSCRIPTS

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College.

If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

3. PHYSICAL EXAMINATION

Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed medical doctor or osteopath.

4. PLACEMENT TESTS

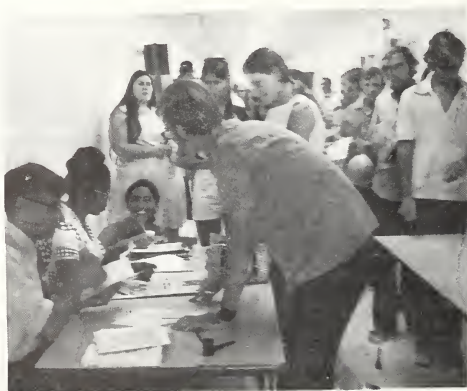
In order to be eligible for registration, a student must either (1) have taken the Florida Statewide Twelfth Grade Tests given to all Florida high school seniors since 1968 or (2) take the tests at the college on the date designated in the college calendar or (3) submit scores on the ACT (American College Testing Program) which is given nationally in October, December, February, April and July.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

5. ACCEPTANCE

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.



Specialized Programs

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

NURSING

Freshmen whose placement scores put them in both remedial mathematics and remedial English, and students who score 150 or less on the twelfth grade placement test shall be required to complete one year as regular students before being admitted to the Nursing Program.

Students on academic probation shall remove this probation before being admitted to the Nursing Program.

If a student, by virtue of academic failure, is required to drop the Nursing course, he shall be readmitted to the program one time. After the second such academic failure the student shall not be readmitted to the Nursing sequence within a minimum period of approximately five years.

DENTAL HYGIENE

Applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) submit results of Florida 12th Grade Test, not more than three years old, (given at PBJC in December); have dental examination, results of which are recorded on form furnished by college; (4) be a resident of Florida; (5) have a personal interview with staff of Dental Hygiene Department; (6) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

DENTAL ASSISTING

Applicants must (1) have a dental examination, results of which are recorded on form furnished by college; (2) have a personal interview with staff of Dental Assisting Program.

DENTAL LABORATORY TECHNOLOGY

Applicants must (1) successfully complete the dexterity test administered by the Dental Lab Technology staff; (2) have a personal interview with staff of D.L.T. Program.

Reactivated Students

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records. Acceptance letter will be issued upon completion of items (1) and (2).

Dual College Enrollment

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

Handicapped Students

Students who meet admission requirements will be accepted, if the Admissions Committee feel that they can succeed in normal classroom situations on the college level without extra assistance. Students who are not able to continue under the above circumstances will be asked not to return by the Admissions Committee.

PBJC Fees

All fees are due at the time of registration. The College has no provision for the extension of credit of any kind. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full; nor may a student attend classes until this is accomplished. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: One for registration fees and one which may be used to purchase books and supplies.

FEES FOR FULL-TIME STUDENTS

IN-STATE STUDENTS

(See Student Classifications, Page 54)

	Per Term
Matriculation Fee	\$110.00
Student Activity Fee (Fall and Winter Terms)	15.00
State Scholarship Fee	4.50
Total In-State Fees	\$129.50

OUT-OF-STATE STUDENTS

Tuition Fee	\$200.00
Matriculation Fee	110.00
Student Activity Fee (Fall and Winter Terms)	15.00
State Scholarship Fee	4.50
Total Out-of-State Fees	\$329.50

FEES FOR PART-TIME STUDENTS

Matriculation, Tuition, and Student Activity Fees

Hours Enrolled	In-State Students	Out-Of-State Students	Includes Activity Fee Of:
1- 3	\$ 36.00	\$ 83.00	\$ 3.00
4- 6	72.00	166.00	6.00
7- 8	75.00	169.00	9.00
9	108.00	259.00	9.00
10-11	115.00	285.00	15.00

FEES FOR SPRING TERM STUDENTS

Students enrolling for the Spring Term will be charged fees according to the Schedule of Fees for Part-Time Students.

Special Fees

MISCELLANEOUS FEES

Transcript Fee	\$1.00
Two transcripts, whether partial or final, are furnished free of charge.	
Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee	3.00
Special Announced Test Fee	2.00
Breakage Card Fee	2.50
Graduation Fee, Winter Term	9.00
Graduation Fee, Fall Term, Spring Term	6.00
Fall and Spring Term graduates who wish to take part in Commencement Exercises	
Late Registration Fee	(\$.50 per course with a maximum of \$20.00)
Returned Check Fee	5.00

AEROSPACE TECHNOLOGY FEES

AS 132	-----	\$190.00
AS 133	-----	\$523.00
AS 232	-----	\$1,390.00
AS 233	-----	\$1,549.00
AS 234	-----	\$860.00
Total		\$4,512.00

The fees above are for a minimum number of dual, solo, Link and oral hours required for the average student to successfully complete each course. In the event that a student does not complete the FAA examination in this minimum number of hours the contractor will extend the hours of training required for the student to achieve a level of competency to pass the examination. Additional hours needed to reach this level will be charged to the student at the following rates:

Oral Instruction		\$5.00	per hour
Dual Instruction	Cessna 150	\$19.00	per hour
	Cessna 172, 177	\$24.00	per hour
Solo Flight Time	Cessna 150	\$14.00	per hour
	Cessna 172, 177	\$19.00	per hour

GROUP AND INDIVIDUAL MUSIC FEES

MC 120, 121, 122,	
220, 221, 222 Applied Music-Instrumental	\$30.00
(One ½ hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music-Instrumental	\$60.00
(Two ½ hour private lessons a week)	
MC 130, 131, 132, 230, 231, 232 Applied Music-Voice	\$30.00
(One ½ hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music-Voice	\$60.00
(Two ½ hour private lessons a week)	
MC 141, 142 Class Voice	\$20.00
(Class lessons, 2 class hours weekly)	
MC 151, 152, 251, 252 Class Piano	\$20.00
(Class lessons, 2 class hours weekly)	
MC 161, 162 Class Guitar	\$20.00
(Class lessons, 2 class hours weekly)	
MC 226, 227, 228, 229	\$20.00
(Brass, Woodwind, String, Percussion Techniques—Class Lesson)	

PHYSICAL EDUCATION FEES

*Bowling	18.75
*Life Saving & Water Safety, Swimming	15.00
*Fees estimated and are subject to change	

SHORT COURSE, NON-CREDIT FEES

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

OTHER INDIVIDUAL PROGRAM COSTS

Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. Photography students must furnish an acceptable camera, photographic film and paper. The estimate below includes a range of \$55 to \$80 for an acceptable camera. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows. Most of these items may be purchased in the college bookstore.

Nursing students	\$ 25.00
Dental Hygiene students	300.00
Dental Lab Technology	80.00
Dental Assisting	90.00
Engineering students	\$ 50.00
Photography students	\$75.00-\$100.00

REFUNDS

Students who withdraw from college within the first five class days of any term (except Spring Term) not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

STUDENT ACTIVITY FEE

A student activity fee must be paid at the beginning of each term by each student. These funds are administered by the Executive Department of Student Government Association and are used to defray expenses connected with maintaining the following activities: intercollegiate athletics, intramurals, College newspaper, College annual and such special activities as may be sponsored by the College. Payment of this fee entitles the student to be admitted free to most programs and social activities of the College.

DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the Assistant Dean of Students will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared.

STUDENT FEE AUDIT

An audit of all fees collected will be conducted by the College staff at the close of each registration.

In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them.

Federal Education Benefits

VETERANS ADMINISTRATION

The college is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and departments of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act or Aid to Veterans' Dependents should apply to the St. Petersburg Regional Office or the College Registrar's office.

Veterans are urged to contact personnel in the Veterans Section of the Registrar's office when Application is being made.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by the college and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six-Week Term*
Full	12 or more sem. hrs.	4 sem. hrs.
3/4	9-11 sem. hrs.	3 sem. hrs.
1/2	6-8 sem. hrs.	2 sem. hrs.
Fees Only#	1-5 sem. hrs.	1 sem. hr.

*Combination of six-week and 12-week term is figured individually.
The VA allows nothing for widows or children if the student drops below 1/2 time.

A person claiming benefits and eligible to receive a monthly subsistence check should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected by the 10th of each month.

ELECTIVE SERVICE

Students who were enrolled full time in the 1970-71 academic year should be eligible for deferment if they continue to make satisfactory progress in their programs of study. "Satisfactory progress" means pursuing a full-time course of instruction, completing 25 per cent of the credits required for his baccalaureate degree at the end of his first academic year, 50 per cent at the end of his second academic year, 75 per cent at the end of his third academic year and graduation at the end of his fourth academic year. Twelve credit hours is considered full time at Palm Beach Junior College.

Young men who entered college for the first time in June 1971 or later are not eligible for deferment. However, according to estimates of Selective Service personnel, only a small percentage of college students will be affected by the draft. Further information may be obtained from local draft board or Registrar's Office.

SOCIAL SECURITY

The social security law provides benefits up to age 22 to children whose parent in whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. Full time at PBJC is 12 credit hours.

Probation and Suspension

A student must maintain a satisfactory scholastic standing or be placed on probation in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

- 1.4 or better for 1 through 14 semester hours attempted
- 1.6 or better for 15 through 27 semester hours attempted
- 1.8 or better for 28 through 45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted or be placed on probation.

Any student on probation is limited in his load to 12 semester hours for any regular school term and to five semester hours for each six-week session of the Spring term.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours or an average of 2.0 or better on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not. A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.

Probation will be figured at the end of each school term (December, May, August.) A committee on probation will be appointed by the President to pass on appeal cases. The Committee on Probation will meet the first day of each registration period to consider appeal cases. Application for an appointment must be made to the Assistant Dean of Academic Affairs office prior to the above date. Suspension is automatic; students with questions should see the registrar.

Student Residence Classification

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Minors may change to Resident Students at the change of term after their parents or legal guardians have been in Florida for 12 months. (Proof of guardianship required.)

RESIDENT STUDENT

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

OUT-OF-STATE STUDENT

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration he will be classed as an Out-of-State Student and be subject to the Out-of-State tuition fee. (Proof of guardian required.) Employees of the Board of Public Instruction or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-of-State tuition fees may obtain the proper form from the County Superintendent's office or from the college.

SOPHOMORE AND FRESHMAN

A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-eight hours of credit, he is a freshman.

REGULAR AND SPECIAL

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. A Spring Term student must carry 5 semester hours in each six-week session to be considered a regular student during that session. Although audit courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

Attendance

CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

WITHDRAWALS

A student who finds it necessary to withdraw from any course must secure from the Guidance Office a withdrawal form, have it properly filled out and signed. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class within the time limit specified for official drops will be marked "W" with no grade recorded. Initial steps for withdrawal from college are begun through the Dean of Men or Dean of Women for day students and through the Evening Counselor for evening students. The withdrawal form must be taken by the student to certain designated departments for checking out purposes.

ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

Grading

GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A—Excellent	I—Incomplete
B—Good	W—Withdraw
C—Fair	AU—Audit
D—Poor but Passing	NC—Non-credit Course
F—Failure	

QUALITY POINTS

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

DEAN'S LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term. Students on academic probation are limited to 12 hours.

INCOMPLETE WORK

Incomplete work "I" will be counted as a failure in computing grade point average.

INCOMPLETE GRADES

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

Policies

STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

STUDENT RECORDS

All official records of a student's work are recorded in the Registrar's Office. Palm Beach Junior College releases a student's records to all institutions at a student's written request. Official records are available to any Government representative (properly identified, i.e. FBI, Social Security and Armed Forces investigators). Written requests from parents are honored by sending an unofficial transcript of a student's work currently on file. Students having unpaid accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript for any student whose account with the college is delinquent.

PREREQUISITES

A student who registers for any course for which he has not completed the prerequisite will be required to drop the course.

REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

REPEATED COURSES AND ACADEMIC AVERAGE

As of December, 1970, only the last attempt of a repeated course is used in grade point average computation. No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

CERTIFICATION AND REGENCY OF CREDIT

Palm Beach Junior College maintains an up-to-date approved list of courses offered which will apply towards certification and/or reency of credit for teachers. It is the responsibility of the individual teacher to insure that courses desired meet individual requirements. These individual requirements must be resolved with the Florida State Department of Education.

OFF-CAMPUS CLASSES

At this time Palm Beach Junior College offers off-campus classes at Florida Atlantic University, Boca Raton; Palm Beach Gardens High School, Palm Beach Gardens; Roosevelt Junior High School, West Palm Beach; Glades Central High School Annex, Belle Glade, and at Glades Correctional Institute, Belle Glade. A wide range of course offerings is available. For complete information, contact the Coordinator of Evening Classes.



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How to Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the five one-year programs offered by the college. Most will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts.

Non-Degree Programs

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the evening, or may attend several courses in the evening, or may attend several courses for one semester only. Counseling is available for these individual non-degree programs.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows.

Program	Page	Program	Page
Air Conditioning and Refrigeration Specialist	121	Law Enforcement	156
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Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two year Specialized, Business, Technical or Professional program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

For your answer to the question, "How long do I plan to stay in College?" if, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

GRADUATION REQUIREMENTS FOR A. S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the eight requirements listed under the general heading "Graduation Requirements" on Page 62. Students are expected to complete all the courses in the program in which they are registered.

GENERAL EDUCATION REQUIREMENTS FOR A. S. DEGREE*

Students must complete the specific courses in General Education listed below.**

Area I	COMMUNICATIONS	6 hours
	EH 101 and 102 or 110, Freshman Communications	6
Area V	SOCIAL SCIENCES	6 hours
	SS 101 Social Institutions	3
	AND	
	SS 102 Political Institutions	3
	OR	
	PL 201 American National Government	3
	OR	
	HY 201 United States History to 1865	3

*It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students who fail to meet all A.A. degree requirements for General Education some times choose the A.S. degree as an alternate. Students enrolled in A.S. Degree Programs who complete General Education requirements for an A.A. Degree may elect to receive an A.A. Degree in lieu of the A.S. Degree.

See "Alternate or Second Degree" following "Associate in Arts".

**Some specialized occupational programs do not need to meet all of the above general Education requirements. However, all courses listed in course outline programs in the catalog must be completed in their entirety.

Associate in Arts

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the eight steps under the general heading "Graduation Requirements" on page 62. Students bear the primary responsibility for meeting all these requirements.

GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work in the six subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog. A student must earn a cumulative "C" (2.0) for all subjects, in order to graduate.

Area I	COMMUNICATIONS	6 Hours
	EH Freshman Communications	6
Area II	MATHEMATICS	3 Hours
	MS 106 Mathematics for General Education or higher	3
Area III	NATURAL SCIENCES	7 Hours

TWO OF THE FOLLOWING

BY 100—105	Principles of Biology; Principles of Biology Laboratory	4
BY 101—103	General Botany; General Botany Lab	4
BY 102—104	General Zoology; General Zoology Lab	4
CY 101	General College Chemistry	4
CY 102	General College Chemistry and Qualitative Analysis	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 101	Survey of Physical Science	3
PS 102	Survey of Physical Science	4

*CY 100 Introduction to Chemistry may be substituted for CY 101. (Only one of these may be applied to the General Education program.)

Area IV	HUMANITIES	6 Hours
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ONE OF THE FOLLOWING

H 201	English Literature to 1660	3
H 202	English Literature after 1660	3
H 203	World Literature to 1600	3
H 204	World Literature after 1600	3
H 205	American Literature to 1865	3
H 206	American Literature after 1865	3

AND ONE OF THE FOLLOWING

T 110	Art Appreciation	3
T 110	Appreciation of Art	3
T 115	History and Appreciation of Art (Foreign Study)	3
T 215	History of Art I	3
T 216	History of Art II	3
C 110	Music Appreciation	3
C 115	Music Appreciation (Foreign Study)	3

Area V	SOCIAL SCIENCES	6 Hours
	SS 101 Social Institutions	3
	and	
	SS 102 Political Institutions	3
	or	
	PL 201 American National Government	3
	or	
	HY 201 United States History to 1865	3

Area VI	ELECTIVES*	8 Hours
		Total 36 Hours

*Selected from the areas above of Communications, Mathematics, Natural Sciences, Humanities and/or Social Sciences and approved by academic advisor.

Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P.E. activity credit will be allowed.
- (2) The last 15 semester hours of credit must be earned in residence. The student must be in attendance during the term in which he makes application for graduation. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in this Bulletin. It is the responsibility of the student to meet this deadline.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes, and students enrolled in specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Every graduating student must complete a course in Health, either HH 101 — Perspectives on Healthful Living, or HH 230 — Life Science and Health. Not more than 3 credit hours in Health will be allowed toward graduation, except as specifically authorized in the curricula of specialized programs. This requirement may be waived by satisfactorily passing a standard written Health examination.
- (6) Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.
- (7) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (8) General Education requirements as specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.
- (9) To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements.

Alternate or Second Degrees

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits after the first degree is awarded, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified in writing on a General Education form of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.

Help in Making Your Choice

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty to the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

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Specialized, Business, Technical, Professional Program (Associate in Science)

MAJOR

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How To Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

1. Turn to your department.

Suppose you have discovered by reading the lists in the preceding section that the courses in Commercial and Graphic Arts—Tech. are listed in the Art Department. Turn to your department, it is in alphabetical order in this section.

2. Note the names of your advisors.

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

3. Check your major.

The list of majors is meant as a quick reference. Yes, Commercial and Graphic Arts—Tech. is one of the major areas in the Art Department.

4. Find your program

Note that Commercial and Graphic Arts—Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the section under that title in the preceding section.

5. Examine the program and look up your courses.

Note that under Course Prefixes at the beginning of the Art Department you will find the letters AT. This means that only courses with the AT designation are taught by the art faculty, and the description of all these courses follows immediately after the last of the Art Department programs.

But EH 101 and 102 are not to be found there. EH courses, (first and last letter of English), are to be found following the programs in the English Department. PE, (Physical Education) and HH, (Health), are to be found in the Health and Physical Education Department.

Prefix Subject and Department

You may wish to consult the reference list below in order to understand the prefixes which, along with a course number, positively identify each course. Reference to this list may help you locate course descriptions that are not in your department. The list shows the prefix, the subject the prefix indicates, and the department under which a course description will be found.

PREFIX	SUBJECT	DEPARTMENT
AC	Air Conditioning	Engineering Technology
AS	Aerospace Technology	Engineering Technology
AT	Art	Art
BA	Business Administration	Business
BE	Business Education	Business
BY	Biology	Biology
CL	Surveying	Engineering Technology
CO	Corrections	Law Enforcement
CY	Chemistry	Chemistry
DA	Dental Assisting	Dental Health Services
DG	Drafting	Engineering Technology
DP	Data Processing	Data Processing
DS	Dental Health Services	Dental Health Services
DT	Dental Technology	Dental Health Services
EG	Engineering	Engineering Technology
EH	English	English
EL	Electronics	Engineering Technology
EN	Education	Social Science
FH	French	Foreign Languages
FS	Fire Science	Engineering Technology
GY	Geography	Social Science
HE	Home Economics	Business
HH	Health	Health, Physical Education and Recreation
HR	Hotel-Restaurant Management	Business
HY	History	Social Science
JM	Journalism	English
LC	Logic	English
LT	Library Technology	Library
MC	Music	Music
MH	Mental Health Technology	Social Science
ML	Materials	Engineering Technology
MS	Mathematics	Mathematics
NG	Nursing	Nursing
OR	Operating Room Technician	Nursing
OT	Occupational Therapy Assistant	Health, Physical Education and Recreation
PE	Physical Education	Health, Physical Education and Recreation
PH	Physics	Physics and Physical Science
PI	Philosophy	Social Science
PL	Political Science	Social Science
PO	Police Administration	Law Enforcement
PS	Physical Science	Physics and Physical Science
PY	Psychology	Social Science
RC	Recreation	Health, Physical Education and Recreation
RG	Retailing	Business
RN	Religion	Social Science
RT	Radio-Television	English
SH	Spanish	Foreign Languages
SP	Speech	English
SS	Social Science	Social Science
TA	Teacher Aide	Social Science
XR	Radiological Technology	Nursing



ART

FACULTY: Miles (Chairman), Arant, Archer, Gray, Hale, Houser, Slatery, R. Smith

MAJORS: Advertising Design, Architecture, Art Education, Art History, Commercial and Graphic Arts, Fine Arts, Interior Design

COURSE PREFIXES: AT

PROGRAMS:

ADVERTISING DESIGN (A.A.) (IBM Code 01-02)

The Advertising Design major will enroll as a commercial and graphic arts major (IBM Code 01-10) during his freshman year and then change to IBM Code 01-02 at the beginning of his sophomore year.

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
AT 101	Design I		3		
AT 102	Advertising Design I			3	
AT 103	Drawing I		3		
AT 108	Photography I			2	
AT 120	Graphic Arts I			3	
DG 100	Introduction to Technical Drawing		2		
EH 101-102	Freshman Communications		3	3	
MS 106	Math for General Education		3		
PE	Physical Education		1	1	
HH 101**	Perspectives on Healthful Living			2	
SS 101	Social Institutions			3	
			15	17	
SOPHOMORE YEAR					
AT 117	Typography			3	
AT 201-202	Advertising Design II; III		3	3	
AT 215-216	History of Art I; II		3	3	
EH	English Literature			3	
LC 101	The Art of Thinking		3		
SS 102*	Political Institutions		3		
PE	Physical Education		1	1	
	Science		3-4	3-4	
			16-17	16-17	

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

ARCHITECTURE (A.A.) (IBM Code 01-03)

COURSE	TITLE	SEMESTER	FRESHMAN YEAR		CREDIT
			HOURS	Fall Term	Winter Term
103	Drawing I		3		
119	Architectural Drawing				3
100-105	Principles of Biology; Principles of Biology Laboratory		4		
101-102	Freshman Communications		3		3
111	College Algebra		3		
121	Trigonometry & Analytic Geometry				3
	Physical Education		1		1
101-102*	Social Inst.; Political Inst.		3		3
	Elective				3
			17		16
SOPHOMORE YEAR					
215	History of Art I		3		
216	History of Art II				3
201-202	General Physics		4		4
101**	Perspectives on Healthful Living		2		
	Literature		3		
204	Calculus I		4		
	Physical Education		1		1
	Electives				8
			17		16

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

EDUCATION (A.A.) (IBM Code 01-01)

COURSE	TITLE	SEMESTER	FRESHMAN YEAR		CREDIT
			HOURS	Fall Term	Winter Term
101	Design I		3		
111	Design II				3
103	Drawing I		3		
104	Drawing II				3
101-101	Freshman Communications		3		3
101-102*	Social Inst.; Political Inst.		3		3
	Physical Education		1		1
106	Math for General Education		3		
	Elective				3
			16		16
SOPHOMORE YEAR					
203	Painting Composition I		2		
204	Drawing III				3
208	Photography I		2		
13 or AT 206	Design III or Drawing IV				3
215	History of Art I		3		
216	History of Art II				3
	Literature		3		
202	Advertising Design I				3
101**	Perspectives on Healthful Living		2		
	Physical Education		1		1
	Natural Science		3-4		3-4
			16-17		16-17

*PL 201 or HY 201 may be substituted for SS 102

**HH 230 may be substituted.

ART HISTORY (A.A.) (IBM Code 01-08)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term
AT 101	Design I		3	
AT 103	Drawing I			3
EH 101-102	Freshman Communications		3	3
SS 101-102*	Social Inst.; Political Inst.		3	3
FH 101-102	Elementary French		3	3
MS 106	Math for General Education		3	
HY 101	Ancient & Medieval Civilizations			3
PE	Physical Education		1	1
			<hr/> 16	<hr/> 16

SOPHOMORE YEAR

AT 203	Painting Composition I			3
AT 215-216	History of Art I; II		3	3
EH 203	World Literature to 1600		3	
RN 101-102	The Old Testament; The New Testament		3	3
HH 101**	Perspectives on Healthful Living		2	
PE	Physical Education		1	1
	Science		3-4	3-4
FH 201-202	Intermediate French		3	3
			<hr/> 18-19	<hr/> 16-17

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

COMMERCIAL AND GRAPHIC ARTS—TECH (A.S.) (IBM Code 01-10)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term
AT 101	Design I		3	
AT 102	Advertising Design I			3
AT 103	Drawing I		3	
AT 108	Photography I			2
AT 120	Graphic Arts I			3
DG 100	Introduction to Technical Drawing		2	
EH 101-102	Freshman Communications		3	3
HH 101**	Perspectives on Healthful Living			2
MS 106	Math for General Education		3	
PE	Physical Education		1	1
SS 101	Social Institutions			3
			<hr/> 15	<hr/> 17

SOPHOMORE YEAR

AT 110	Art Appreciation			3
AT 117	Typography			3
AT 118	Technical Processes		3	
AT 125-220	Graphic Arts II; III		3	3
PE	Physical Education		1	1
SS 102*	Political Institutions		3	
	Electives		6	6
			<hr/> 16	<hr/> 16

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

NE ARTS (A.A.) IBM Code (01-06)

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS	CREDIT	
			Fall Term	Fall Term	Winter Term
101	Design I		3		
103	Drawing I		3		
104	Drawing II				3
111	Design II				3
101-102	Freshman Communications		3		3
101**	Perspectives on Healthful Living				2
106	Math for General Education		3		
	Physical Education		1		1
101-102*	Social Inst.; Political Inst.		3		3
	Elective				3
			16	16	18
SOPHOMORE YEAR					
203	Painting Composition I		2		
204	Drawing III		3		
205	Painting Composition II				2
113 or AT 206	Design III or Drawing IV				3
215-216	History of Art I; II		3		3
201	English Literature to 1660		3		
	Physical Education		1		1
	Science		3-4		3-4
	Elective				2
			15-16	15-16	14-15

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

INTERIOR DESIGN (A.A.) (IBM Code 01-05)

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS	CREDIT	
			Fall Term	Fall Term	Winter Term
101	Design I		3		
111	Design II				3
103	Drawing I		3		
119	Architectural Drawing				3
101-102	Freshman Communications		3		3
101-102*	Social Inst.; Political Inst.		3		3
	Physical Education		1		1
108	Photography I		2		
106	Math for General Education				3
			15	15	16
SOPHOMORE YEAR					
105	Ceramics I		2		
106	Ceramics II				2
113	Design III		3		
210-212	Interior Design I; II		3		3
215-216	History of Art I; II		3		3
	Literature				3
203	Painting Composition I		2		
101**	Perspective on Healthful Living				2
	Physical Education		1		1
	Science		3-4		3-4
			17-18	17-18	17-18

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

INTERIOR DESIGN—TECH (A.S.) (IBM Code 01-12)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
AT 101	Design I		3	
AT 111	Design II			3
AT 103	Drawing I		3	
AT 108	Photography I			2
AT 110	Art Appreciation		3	
AT 119	Architectural Drawing			3
EH 101-102	Freshman Communications		3	3
PE	Physical Education		1	1
SS 101-102*	Social Inst.; Political Inst.		3	3
	Elective			3
			<hr/> 16	<hr/> 18

SOPHOMORE YEAR

AT 105	Ceramics I		2	
AT 111	Design II		3	
AT 113	Design III			3
AT 210-212	Interior Design I; II		3	3
BA 101	Principles of Accounting		3	
BA 212	Principles of Marketing			3
BA 214	Salesmanship		3	
HH 101**	Perspectives on Healthful Living		2	
PE	Physical Education		1	1
RG 102	Textiles			3
	Electives			3
			<hr/> 17	<hr/> 16

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

COURSE DESCRIPTIONS:

All students majoring in Art are required to compile a portfolio which will contain examples of their best work from each art course. Determination of best works should be made while enrolled in a course and in consultation with the instructor.

AT 101 DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. 1—4—3*

AT 102—ADVERTISING DESIGN I

(Prerequisite: AT 101 Design I). Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1—4—3*

AT 103 DRAWING I

A basic course in drawing with emphasis on composition including the use of linear and aerial perspective. Still life, landscape, and the figure will be used with appropriate materials. 1—4—3*

AT 104 DRAWING II

A continuation of AT 103. The emphasis is on composition using the figure as a major means of execution through the use of appropriate materials. 1—4—3*

AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. Structure and artistic merit are stressed. 1—3—2*

AT 106 CERAMICS II

(Prerequisite: AT 105). A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes: Kiln stacking and firing are required. 1—3—2*

AT 107 ENAMELING

This study includes an analysis of historic and modern practices, exploration, experimentation and individual expression in all enameling techniques with emphasis on professional quality of execution. 1—3—2*

AT 108 PHOTOGRAPHY I

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures and the application of theory and technique to the making of photographs. Students will be required to furnish a camera, photographic film, and paper. 1—3—2*

AT 109 PHOTOGRAPHY II

(Prerequisite: AT 108 or permission of instructor) A continuation of AT 108, this course will emphasize experimental techniques and aesthetic concepts for art majors. Non-art majors may concentrate on practical photographic techniques according to their personal and professional needs. 1—4—3*

AT 110 ART APPRECIATION

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3—0—3*

AT 111 DESIGN II

(Prerequisite: AT 101). Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1—4—3*

AT 112 ARTS AND CRAFTS I

A survey of the fields of arts and crafts as it pertains to recreational and educational activities. The course is concerned with the application of inexpensive materials and articles, with emphasis on the development of ingenuity, creativity, and imagination of the student. 2—2—3*

AT 113 DESIGN III

(Prerequisite: AT 101). Further exploration of the visual principles and elements with emphasis on the third dimension. A wide variety of appropriate materials will be used. 1—4—3*

AT 114 ARTS AND CRAFTS II

A continuation of AT 112. Students will study the organization of arts and crafts programs and learn the proper use of power and hand tools. Students will work in clay, wood, paper, and metal as they pertain to recreational leadership, occupational therapy, and education. 2—2—3*

*Lecture—Lab—Credit Hours

AT 115 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)

A survey of the galleries and historic sites of foreign countries. The conducted tour will spend six weeks traveling with a series of preview lectures before departure. Three hours credit.

AT 116 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)

Same as AT 115 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit.

AT 117 TYPOGRAPHY

The course deals with the history and development of type faces to the present in the form of lectures and demonstrations. Design is stressed in actual laboratory work involving type faces covering areas such as recognition of type faces, photo and mechanical, measurement of data, marking copy, proofreading, composing and specification of type, combining of faces using various papers and inks, and the finishing of a camera ready layout. 1—4—3

AT 118 TECHNICAL PROCESSES

The course covers familiarization of the offset press, platemaker, compose photo type setting equipment, color separation equipment, graphic camera, instant print screen camera, letter sets, screening of photos and various hand tools. Design is stressed in all problems involving laboratory work. 1—4—3*

AT 119 ARCHITECTURAL DRAWING

(Prerequisite: AT 103). A basic course in instrumental and freehand drawing emphasizing architectural shades and shadows, and projection perspective drawing. 1—4—3*

AT 120 GRAPHIC ARTS I

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproductive process. 1—4—3*

AT 125 GRAPHIC ARTS II

A study of techniques for preparing black and white line, mechanicals for photographic reproduction and color. Student will study techniques of Du tone spot color and mechanical tints and values as applied to advertising newspapers, magazines, direct mail and catalogs. 1—4—3*

AT 201 ADVERTISING DESIGN II

(Prior to 1970 was listed as Techniques of Advertising and Industry.) (Prerequisite: AT 102 Advertising Design.) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field Trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1—4—3*

AT 202 ADVERTISING DESIGN III

(Prior to 1970 was listed as Techniques of Advertising and Industry.) (Prerequisite: AT 201.) Visualization and presentation of layout and design carried out in presentation art. Emphasis will be on design of a company advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1—4—3*

*Lecture—Lab—Credit Hours

AT 203 PAINTING COMPOSITION I

(Prerequisite: AT 101 and AT 103). This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 1—3—2*

AT 204 DRAWING III

(Prerequisite: AT 103 and AT 104). Continued study of the figure, perspective and composition form the basis for creative procedures. Individual research is required on the part of the student. (A variety of media will be used.) 1—4—3*

AT 205 PAINTING COMPOSITION II

(Prerequisite: AT 203). This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 1—3—2*

AT 206 DRAWING IV

(Prerequisite: AT 204). An advanced drawing course with heavy emphasis on drawing for printmaking using the techniques of woodcut, serigraphy, dry-point and etching. 1—4—3*

AT 210 INTERIOR DESIGN I

The aim is to provide the skills, judgment and imagination needed to create beautiful functional, and individual homes and offices. Design, function, materials and furnishings are studied. Appropriate field trips and visiting lecturers are part of the course. This is for the general student to develop personal competence and to serve the art major an introduction to the field of interior design. 3—0—3*

AT 212 INTERIOR DESIGN II

(Prerequisite: AT 101, AT 210). An advanced course for the student of Interior Design. Techniques of rendering and creative display are integral parts of the course. The emphasis will be upon the study of interiors from an environmental view. The study of fabrics, materials and accessories are an essential part of the course. 1—4—3*

AT 215 HISTORY OF ART I

Critical analysis of major works of art from pre-historic world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3—0—3*

AT 216 HISTORY OF ART II

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3—0—3*

AT 220 GRAPHIC ARTS III

A course in basic imposition and stripping operations; understanding the sheet lay, the fundamentals of imposition patterns, stripping operations, the mechanics of using stripper's tools, determination of press sheet size in relation to gripper trim margin, and bleed lines on a flat. Students will study imposition and stripping operations for line and halftone color reproduction, and review mechanical photocomposing systems by automatic processes and machines. 1—4—3*

*Lecture—Lab—Credit Hours

Basic Studies

FACULTY: Huber, (Chairman), J. Adams, Bosworth, Darcey, Flory, Leggett, Orcutt, Vignau, Wilson.

COURSE PREFIXES: EH, SP

COURSE DESCRIPTIONS:

EH 101 FRESHMAN COMMUNICATIONS

Sections 50-59 Reading Emphasis—When being counseled, ask for EH 103.

The content of this course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into EH 102, sections 50-79. 3—2—3*

Sections 60-69 Writing Emphasis—When being counseled, ask for EH 104.

The course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into EH 102, sections 50-79. 3—2—3*

Sections 70-79 Reading and Writing Emphasis—When being counseled, ask for EH 105.

Essentially this course is the same as EH 101, sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into EH 102, Sections 50-79. 3—2—3*

EH 102 FRESHMAN COMMUNICATIONS

Sections 50-79—When being counseled, ask for EH 109

(Prerequisites: EH 101, sections 50-79.) This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3—2—3*

EH III COMMUNICATION SKILLS FOR THE TECHNICIAN

This course in communication skills is designed for that group of students whose primary interest is in the technical and occupational field rather than the traditional academic course. It is made up of general information about language and composition and specific assignments in writing and speaking. The assignments are as practical as possible—that is, they are like the kind of writing and speaking the students will do on the job for which he is preparing. 3—0—3*

*Lecture—Lab—Credit Hours



H 113 ENGLISH AS A SECOND LANGUAGE

This communications course is intended for only those students who are non-native speakers of English. Its purpose is to help them learn to organize and execute their thoughts in English. All instruction and class work is to be done in English. Methods of instruction will utilize current linguistic techniques and the Oral-Aural-Visual approach to language learning. The emphasis is on spoken English as primary. Wherever possible, instruction will depend on the patterns and signals inherent in English rather than on definition or prescription. 3—1—3*

H 114 PHONICS FOR THE ELEMENTARY TEACHER

This course is designed to develop the phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3—0—3*

P 110 FUNDAMENTALS OF SPEECH

The content of this course is essentially the same as SP 101, except it is taken concurrently with EH 105 or EH 109. This course is designed to utilize the basic principles of effective oral communication. The student develops poise and confidence through speaking experiences. The student learns to listen for central ideas and supporting reasons through aural experiences. The emphasis also lies on individual development and improvement. 3—2—3*

*Lecture—Lab—Credit Hours

Biology

FACULTY: Sammons (Chairman), Allred, Butler, Caylor, Gathman, Gross, Hartman, Kopf, Marsteller, Maxwell, Puddy, Schmiederer, Tan.

MAJORS: Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Medical Assistant (Tech), Plant Sciences (Agriculture), Pre-Lab Technology, Science Education, Zoology

COURSE PREFIXES: BY

PROGRAMS:

GENERAL BIOLOGY, BACTERIOLOGY, BIOLOGY TEACHER, MARINE BIOLOGY, CONSERVATION (WILD LIFE), SCIENCE EDUCATION, ZOOLOGY (A.A.)

SUGGESTED CURRICULUM: This is a minimum program. It is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The less well prepared student may have to take some spring term work in order to complete these courses in two years. The same basic courses apply no matter which branch of biology is the student's final goal.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BY 100-105	Principles of Biology; Principles of Biology Laboratory		4	
BY 101-103	General Botany I; Gen. Botany Lab		4	
or				
BY 102-104	General Zoology; Gen. Zoology Lab		(4)	
EH 101-102	Freshman Communications		6	
CY 101-102	General Chemistry		8	
SS 101	Social Institutions		3	
MS 111-121	College Algebra; Trigonometry		6	
PE	Physical Education		2	
			<hr/>	
			33	

SOPHOMORE YEAR

BY 201-202	Comparative Vertebrate Anatomy		6	
or				
BY 211	Botany II		(4)	
BY 203	Genetics		3	
BY 205	Experiments in Genetics		1	
CY 211-212	Organic Chemistry		8	
or				
PH 201-202	General Physics		(8)	
EH	Literature		3	
AT 101	Appreciation of Art		3	
or				
MC 101	Music Appreciation		(3)	
HH 101**	Perspectives on Healthful Living		2	
SS 102*	Political Institutions		3	
PE	Physical Education		2	
Electives			2-4	
			<hr/>	
			33-35	

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.



MEDICAL ASSISTANT (A.S.)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall Term	Winter Term	
A 101	Principles of Accounting		3	
BE 105-106†	Typewriting	2	2	
BE 200	Business Communications		3	
Y 151-152	Anatomy and Physiology	3	3	
Y 104-105	Chemistry for Health Sciences; Lab for CY 104	4		
H 101	Freshman Communications	3		
BE 101	Nutrition		3	
H 101**	Perspectives on Healthful Living		2	
H 103	First Aid	1		
	Physical Education	1	1	
Y 201	General Psychology	3		
		<hr/> 17	<hr/> 17	

If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105 and/or BE 106.

**HH 230 may be substituted

MEDICAL ASSISTANT (A.S.) Cont'd

SOPHOMORE YEAR

BE 101	Office Practice		3
BE 103	Shorthand	3	
BY 156	Microbiology	3	
BY 251-252	Medical Laboratory Procedures	3	3
BY 254	Internship		3
NG 255	Medical Terminology	3	
PE	Physical Education	1	1
PY 202†	Personality Development		3
SS 101-102*	Social Inst.; Political Inst.	3	3
		16	16

†PY 203 may be substituted

*PL 201 or HY 201 may be substituted for SS 102

PLANT SCIENCES (AGRICULTURE) (A.A.)

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics and physiology.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
BY 100-105	Principles of Biology; Principles of Biology Laboratory		4	
BY 101-103	General Botany I; Gen. Botany Lab		4	
or				
BY 102-104	General Zoology; Gen. Zoology Lab	(4)		
BY 203*	Genetics		3	
BY 205*	Experiments in Genetics		1	
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
MS 121	College Trigonometry		3	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.		6	
			<hr/>	32

*Students planning to major in the life sciences in the College of Agriculture, University of Florida should not take genetics here.

SOPHOMORE YEAR

CY 101-102	General College Chemistry	8
EH	Literature	3
HH 101*	Perspectives on Healthful Living	2
PE	Physical Education	2
PH 201-202	General Physics	8
AT 110	Appreciation of Art	3
MC 110	Music Appreciation	3
†Electives		4
		<hr/>
		33

*HH 230 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

†Suggested Elective, BY 211.

Note: Students planning to study Forestry at the University of Florida should include MS 201 in the sophomore year.

PRE-LABORATORY TECHNOLOGY (A.A.)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlined.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
Y 101-102 _____ or Y 100 _____ Y 100-105 ____	General Chemistry _____ Introduction to Chemistry _____ Principles of Biology; Principles of Biology Laboratory _____		4 (3) 4	4
Y 101-103 _____ or Y 102-104 _____ H 101-102 _____ S 111-121 _____ E _____ S 101-102* _____	General Botany I; Gen. Botany Lab _____ General Zoology; Gen. Zoology Lab _____ Freshman Communications _____ College Algebra; Trigonometry _____ Physical Education _____ Social Inst.; Political Inst. _____			4 (4) 3 3 1 3
			18	18

*PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

Y 202 _____ Y 211-212 _____ H _____ H 201-202† _____ T 110 _____ or C 110 _____ E _____ H 101** _____ Elective _____	Quantitative Analysis _____ Organic Chemistry _____ English Literature _____ General Physics _____ Appreciation of Art _____ Music Appreciation _____ Physical Education _____ Perspectives on Healthful Living _____		4 4 3 4 3 (3) 1 2	4 4 4 4 1 4
			17	17

THIRD YEAR

Y 201-202 _____ Y 201 _____ Y 203 _____ Y 205 _____ Y 156 _____ Electives (BE 105, 106 and a language) _____	Comparative Vertebrate Anatomy _____ General Psychology _____ Genetics _____ Experiments in Genetics _____ Microbiology _____		3 3 3 1 3 9	3 3 1 3 6
			15	16

†May be postponed until the third year if elective is chosen, and HH 230 may be substituted.

**HH 230 may be substituted

COURSE DESCRIPTIONS:

BY 100 PRINCIPALS OF BIOLOGY

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and biochemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3—0—3*

BY 105 PRINCIPLES OF BIOLOGY LABORATORY

(Prerequisite or co-requisite: BY 100) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0—2—1*

BY 101 GENERAL BOTANY I

(Prerequisite: BY 100; co-requisite: BY 103). An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topic will include the cytology, morphology, anatomy, physiology, and economic importance of plants. 3—0—3*

BY 102 GENERAL ZOOLOGY LECTURE

(Prerequisite: BY 100; co-requisite: BY 104). An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3—0—3*

BY 103 GENERAL BOTANY LABORATORY

(Prerequisite BY 100; co-requisite: BY 101). The laboratory exercises will correlate with the topics of the lecture. 0—2—1*

BY 104 GENERAL ZOOLOGY LABORATORY

(Prerequisite: BY 100; co-requisite: BY 102). This laboratory includes observation of representative groups of the animal kingdom. 0—2—1*

BY 110 ENVIRONMENTAL CONSERVATION

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. 2—0—2*

BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2—2—3*

BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151). A continuation of BY 151. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2—2—3*

BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification control, relationship to health and disease and economic importance. 2—2—3* (Offered Fall, Winter and Spring II)

BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Zoology). The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification and certain organ systems of the chordates. 2—4—3* (Offered in Fall term only.)

*Lecture—Lab—Credit Hours

BY 202 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: BY 201 Comparative Vertebrate Anatomy). This is a continuation of BY 201. The work in the laboratory includes *Necturus* and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some early embryology is included. 2—4—3* (Offered in Winter term only).

BY 203 GENETICS

(Prerequisite: BY 100, Principles of Biology). This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3—0—3* (Offered in Winter term only).

BY 205 EXPERIMENTS IN GENETICS

(Co-requisite or Prerequisite: BY 203 and permission of instructor). The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0—2—1* (Offered in Winter term only).

BY 211 BOTANY II

(Prerequisite: BY 101-103). A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3—3—4* (Offered in Winter term only).

BY 215 INTRODUCTION TO MARINE SCIENCE

(Prerequisite: BY 102-104). This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3—2—4* (Offered in Fall and Spring II).

BY 221 GENERAL HORTICULTURE

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3—0—3* (Offered in evenings only).

BY 251 MEDICAL LABORATORY PROCEDURES

(Prerequisite: CY 100 or higher. Previous experience will fulfill this prerequisite). This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. 1—4—3* (Offered in Fall term only).

BY 252 MEDICAL LABORATORY PROCEDURES

(Prerequisite: BY 251). This course is a continuation of BY 251. Theory and practice in medical laboratory instrumentation and procedures are emphasized. In addition, drugs used commonly in the physician's office are studied in relation to their physical and chemical characteristics, dosage, actions, and reactions. 1—4—3* (Offered in winter term only).

BY 254 INTERNSHIP

(Prerequisite: BY 251). During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0—5—3* (Credit granted only at end of Winter term).



Business

FACULTY: Holzman (Chairman), Batson, Dixon, Franklin, Guzak, Hummel, Kane, Ledbetter, McAliley, Robbins, Smith

HOME ECONOMICS: Hall, Prentice

HOTEL-FOOD SERVICE MANAGEMENT: Ambrosio, Rive

RETAILING: Waddell, Widdows

MAJORS: Accounting, Banking, Business Administration (Univ. Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Dietetics, Economics, Educational Secretary, Executive Secretary, Fashion Design, Food Service Management, General Business (Tech), General Home Economic, Home Economics Teacher, Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Purchasing Management, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year).

COURSE PREFIXES: BA, BE, HE, HR, RG

PROGRAMS: All students planning to complete a four year Baccalaureate Degree in some business speciality should follow the Business Administration (A.A.) curriculum. Electives in this curriculum may be selected in the student's speciality as approved by the student's counselor.

Students majoring in Legal Secretary or Medical Secretary will follow the program outlined under Executive Secretary, (A.S.), with substitutions as arranged in counseling.

BUSINESS ADMINISTRATION (A.A.)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Business Teacher***, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Hotel-Food Service, and Sales and Marketing.

GENERAL EDUCATION AND GRADUATION REQUIREMENTS

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
	Science		7-8	
SS 101-102*	Social Inst.; Political Inst.		6	
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BA 204-205	Principles of Economics		6	
DP 102	Basic Computer Theory		3	
EH	Literature		3	
MS 208	Elementary Statistics		3	
PE	Physical Education		4	
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
HH 101**	Perspectives on Heathful Living		2	
Electives			9	
			<hr/>	
			64-65	

ELECTIVES

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have discussed these with your academic advisor.

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

***Business Teacher candidate will consult with their academic advisor for Business Electives.

BANKING (A.S.)†

FRESHMAN YEAR

COURSE	TITLE	SEMESTER			HOURS	CREDIT
		Fall Term	Winter Term	Spring Term		
A 101-102	Principles of Accounting	3	3			
A 200	Introduction to Economics	3				
H 101	Freshman Communications	3				
P 101	Fundamentals of Speech	3				
A 126	Commercial Law	3				
A 130	Principles of Bank Operations					3
A 128	Bank Letters and Reports		3			
A 124	Business Administration		3			
A 127	Money and Banking		3			
A 120	Savings & Time Deposit Banking		3			
A 123	Installment Credit					3
		<hr/>	<hr/>	<hr/>		
		15	15	6		

†As requirements are met as specified in the AIB catalog, certificates may be awarded to members of the American Institute of Banking. A "C" average is required for any Institute Certificate.

BANKING (A.S.) Cont'd

SOPHOMORE YEAR

BA 221	Bank Management	3		
BA 232	Bank Public Relations & Marketing	3		
BA 233	Financing Business Enterprise		3	
BA 234	Supervision & Personnel Adm.		3	
BA 225	Bank Investments		3	
	(Choose one from each group)			
Group I		3		
BA 235	Agricultural Finance			
BA 236	Home Mortgage Lending			
Group II			3	
BA 237	Analyzing Financial Statements			
BA 222	Credit Administration			
Group III		3		
BA 238	Trust Department Organization			
BA 231	Trust Department Services			
SP 102	Public Speaking	3		
BA 229	Fundamentals of Bank Data Processing		3	
PL 201	American National Government			3
HH 101	Perspectives on Healthful Living			2
PE	Physical Education	1	1	
		<u>16</u>	<u>16</u>	<u>5</u>

CLERICAL PRACTICE (A.S.)

The purpose of this curriculum is to prepare the student for employment as a clerk-typist.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
BA 100	Introduction to Business		3	
BA 110	Business Mathematics		3	
BE 105-106†	Typewriting		4	
EH 101-102 or 110	Freshman Communications; Tech. Writing		6	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
Electives			8	
			<u>32</u>	

SOPHOMORE YEAR

BA 101	Principles of Accounting	3
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 205	Typewriting	2
BE 200	Business Communications	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
Electives		<u>15</u>
		<u>32</u>

*PL 201 or HY 201 may be substituted for SS 102.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily he may be exempt from BE 105.

**HH 230 may be substituted.

CLOTHING AND TEXTILES, DIETETICS, HOME ECONOMICS TEACHER (A.A.)

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods, nutrition and clothing, and in other related areas.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
	Sciences†		7	
HE 101	Elements of Nutrition		3	
HE 102	Food for the Family		3	
HE 106	Elements of Clothing Construction		3	
MS 106 or 111	Mathematics		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
			<hr/>	
			33	

SOPHOMORE YEAR

AT 110	Art Appreciation	3
EH	Literature	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PI 101	Introduction to Philosophy	3
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
HY 101	Ancient & Medieval Civilizations	3

CLOTHING MAJORS

HE 201	Clothing Construction	(3)
HE 203	Costume Selection	(3)

OTHER MAJORS

Electives†	10
<hr/>	
	32

†Child Development and Home and Family Life majors may elect any of the science courses to meet the general education requirements.

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

EDUCATIONAL SECRETARY (A.S.)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101	Accounting Principles		3	
BA 110	Business Mathematics		3	
BE 100	Office Machines		2	
BE 103-104†	Shorthand		6	
or				
BE 206-207	Machine Shorthand		(6)	
BE 105-106†	Typewriting		4	
EH 101-102 or 110	Freshman Communications; Tech. Writing		6	
SS 101	Social Institutions		3	
PE	Physical Education		2	
			<hr/>	
			32	

†All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.

EDUCATIONAL SECRETARY (A.S.) Cont'd

SOPHOMORE YEAR

BA 200	Introduction to Economics	3
BA 209	Florida School Laws and Regulations	3
BA 213	Principles of Supervision for Office Personnel	3
BA 271	Supervision—Human Relations in Business	3
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205†	Advanced Typewriting	2
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PL 201	American National Government	3
PY 201	General Psychology	3

33

†All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.

**HH 230 may be substituted.

EXECUTIVE SECRETARY, LEGAL SECRETARY, MEDICAL SECRETARY (A.S.)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BE 103-104††	Shorthand		6	
or				
BE 206-207	Machine Shorthand		(6)	
BE 105-106††	Typewriting		4	
EH 101-102 or 110	Freshman Communications; Tech Writing		6	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	

33

SOPHOMORE YEAR

BA 110†	Business Mathematics	3
BA 200	Introduction to Economics	3
BA 207-208	Business Law	6
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205	Advanced Typewriting	2
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
Electives		3

32

†Legal secretaries substitute BE 203 for BA 110.

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

††The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested elective courses: BE 203, HE 203, and SP 101.

FASHION (A.A.)

This university parallel curriculum prepares students to transfer to university programs for careers in fashion design, textile design, and fashion promotion.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 101	Design I		3	
AT 110	Art Appreciation		3	
	Science		7-8	
EH 101-102	Freshman Communications		6	
HE 106	Clothing Construction		3	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	

33-34

SOPHOMORE YEAR

AT 103	Drawing I	3
BA 100	Introduction to Business	3
BA 204	Principles of Economics	3
EH	Literature	3
HE 203	Clothing Selection	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
Electives†		7

32

FASHION DESIGN (A.S.)

This curriculum is for students who will, after two years, enter careers in fashion design, pattern making, fabrics and fashion promotion.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 101	Design I		3	
AT 110	Art Appreciation		3	
EH 101-102	Freshman Communications		6	
HE 106	Clothing Construction		3	
HE 107	Pattern Making I		3	
HE 108	Pattern Making II		3	
MS 106	Mathematics for General Education		3	
SS 101-102*	Social Inst.; Political Inst.		6	
PE	Physical Education		2	

32

SOPHOMORE YEAR

AT 103	Drawing I	3
BA 100	Introduction to Business	3
EH	Literature	3
HE 201	Clothing Construction II	3
HE 203	Costume Selection	3
PY 201	General Psychology	3
SY 201	Fundamentals of Speech	3
PE	Physical Education	2
	Electives†	9

32

*PL 201 or HY 201 may be substituted for SS 102.

†Suggested electives: BE 102, Typewriting; RG 102, Textiles.

**HH 230 may be substituted.

FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S.)

A four-semester program to provide instruction in all areas of food service, with special emphasis on hospital and nursing home food service. Employment opportunities are excellent since Palm Beach County's population is expanding rapidly.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Technical Writing		6	
HH 101**	Perspectives on Healthful Living		2	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 101	Fundamentals of Speech		3	
HR 102	Introduction to Food Service Management		3	
HR 210	Quantity Food Composition & Preparation		3	
HE 101	Elements of Nutrition		3	
HR 212	Personnel Management		3	
BA 101	Principles of Accounting		3	
				<hr/>
				31

SOPHOMORE YEAR

AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
HR 118-218	Food Service Practicum I; II		8	
HR 211	Purchasing Management		3	
HR 214	Food and Beverage Control		2	
HR 215	Equipment Use and Maintenance		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
HR 213	Quantity Food Service		3	
HH 103	First Aid		1	
Electives			3	
				<hr/>
				34

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

GENERAL BUSINESS (A.S.)

This is a two-year program for the student who wants two years of preparation for business with a minimum of general education, and the opportunity to explore the fields of vocational interest.

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-104 or				
EH 110	Freshman Communications;			
	Technical Writing		6	
HH 101**	Perspectives on Healthful Living		2	
PE	Physical Education		4	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/>
				18
Business Electives			46	
				<hr/>
				64

Electives may be selected from the broad field of Business Department offerings to meet the needs and interest of the student with the approval of the Business Counselor.

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

GENERAL HOME ECONOMICS (A.S.)

These are the recommended courses for those students seeking an Associate in Science Degree and terminating their college work upon graduating with this degree at Palm Beach Junior College.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102	Freshman Communications		6	
S 101-102*	Social Inst.; Political Inst.		6	
HE 102	Foods for the Family		3	
HE 106	Elements of Clothing Construction		3	
HE 101	Elements of Nutrition		3	
HE 201	Advanced Clothing Construction		3	
T 110	Art Appreciation		3	
BA 100	Introduction to Business		3	
E	Physical Education		2	
				<hr/> 32

SOPHOMORE YEAR

H 101**	Perspectives on Healthful Living		2	
G 102	Textiles		3	
P 101	Fundamentals of Speech		3	
H	Literature		3	
Y	History		3	
Y 201	General Psychology		3	
Y 202	Personality Development		3	
S 201	Family Relations		3	
E 203	Costume Selection		3	
Electives†			6	
				<hr/> 32

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

†Recommended electives depending on individual student's goals: BA 204, RG 105, RG 110, BE 105, BA 101, AT 210, AT 212.

HOTEL MANAGEMENT (A.S.)

The Hotel Management curriculum is a mid-management program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food and lodging industry.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102 or 110	Freshman Communications; Technical Writing		6	
H 101**	Perspectives on Healthful Living		2	
R 100	Introduction to Hotel-Motel-Restaurant Management		3	
BA 101	Principles of Accounting		3	
R 212	Personnel Management		3	
R 202	Hotel-Motel Housekeeping Management		3	
E	Physical Education		2	
Y 201	General Psychology		3	
P 101	Fundamentals of Speech		3	
Electives†			3	
				<hr/> 31

**HH 230 may be substituted.

†Electives must be HR 102, 201, 210 or 213.

HOTEL MANAGEMENT (A.S.) Cont'd

SOPHOMORE YEAR

HR 118-218	Hotel-Motel-Restaurant Practicum	8
HR 201	H-M Front Office Adm. & Procedures	3
HR 207	Legal Aspects of Hotel Administration	3
HR 211	Purchasing Management	3
HR 214	Food & Beverage Control	2
HR 215	Equipment Use & Maintenance	3
	Sales Promotion and Advertising In	
HR 216	Hotels & Food Service	3
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
		<hr/> 33

*PL 201 or HY 201 may be substituted for SS 102.

PURCHASING MANAGEMENT (A.S.)

This curriculum supplies a desirable body of knowledge needed by purchasing men and women. Emphasis is placed on principles and policies for industrial, institutional and governmental purchasing, and auxiliary functions as recommended by N.A.P.M. Upon successful completion of this curriculum, a student is qualified to receive a Professional Educational Standards Program National Certificate by the National Association of Purchasing Management, and an A.S. degree from Palm Beach Junior College.

FRESHMAN YEAR

COURSES	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BA 101-102	Principles of Accounting	3	3	
BA 204-205	Principles of Economics	3	3	
BA 207	Business Law			3
BA 212	Principles of Marketing	3		
BA 243	Intro. to Traffic Management	3		
DP 102	Computer Theory			3
EH 101	Freshman Communications	3		
EH 110 or	Technical Writing or			
BE 200	Business Communications		3	
PE	Physical Education	1	1	
SP 101	Fundamentals of Speech		3	
SS 102*	Political Institutions		3	
		<hr/> 16	<hr/> 16	<hr/> 6

SOPHOMORE YEAR

BA 127	Money and Banking	3		
BA 203	Cost Accounting		3	
BA 210	Principles of Management	3		
BA 213	Principles of Supervision		3	
BA 233	Principles of Finance	3		
BA 240	Purchasing I	3		
BA 241	Purchasing II		3	
BA 242	Production Management		3	
BA 271	Human Relations in Business	3		
HH 101**	Perspectives on Healthful Living	2		
MS 208	Statistics		3	
		<hr/> 17	<hr/> 15	

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.)

The Retailing curriculum is a mid-management program. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
RG 107	Retail Advertising & Promotion		3	
BA 214	Salesmanship		3	
EH 101	Freshman Communications		3	
PE	Physical Education		2	
RG 101	Introduction to Retailing		3	
RG 102	Textiles		3	
RG 103-104	Retail Practicum I; II		6	
BA 110	Business Mathematics		3	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/>
				32

SOPHOMORE YEAR

BA 101	Principles of Accounting	3
BA 200	Introduction to Economics	3
BA 207	Business Law	3
BA 212	Principles of Marketing	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
RG 108	Retail Management & Personnel Problems	3
RG 111-112	Retail Practicum III; IV	6
SP 101	Fundamentals of Speech	3
Electives†		4
		<hr/>
		32

†Electives must be from RG 105, 109, or 110.

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

RETAIL SALES—CLERICAL (One Year) Non-Degree

		TERM I	HOURS	CREDIT
EH 101	Freshman Communications		3	
RG 101	Introduction to Retailing		3	
RG 107	Advertising and Sales Promotion		3	
RG 110	Ready-to-Wear Apparel and Accessories		2	
BE 105†	Typing		2	
BE 100	Office Machines		2	
				<hr/>
				15
		TERM II		
SP 101	Fundamentals of Speech		3	
RG 104	Retail Practicum II		3	
RG 105	Home Furnishings		2	
BA 110	Business Mathematics		3	
BA 214	Principles of Salesmanship		3	
BE 101	Office Practice		3	
				<hr/>
				17

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

STENOGRAPHIC (ONE YEAR) NON-DEGREE

This curriculum is a one-year terminal course. It prepares the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 110	Business Mathematics		3	
BE 100	Office Machines		2	
BE 101	Office Practice		3	
BE 103-104†	Shorthand		6	
or				
BE 206-207	Machine Shorthand		(6)	
BE 105-106†	Typewriting		4	
BE 200	Business Communications		3	
EH 101	Freshman Communications		3	
SP 101	Fundamentals of Speech		3	
Elective			3	
			<hr/>	
			33	

†The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested electives: BA 102, BE 203, or SS 102.

COURSE DESCRIPTIONS:

BA 100 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the capitalistic system and its workings. 3—0—3*

BA 101 PRINCIPLES OF ACCOUNTING

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3—0—3*

BA 102 PRINCIPLES OF ACCOUNTING

(Prerequisite: BA 101 or equivalent). This is a continuation of BA 101. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3—0—3*

BA 110 BUSINESS MATHEMATICS

This course includes information and practice in practical business situation involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, merchandise math, and compound interest, annuities and application, equations, and introduction to business statistics. 3—0—3*

*Lecture—Lab—Credit Hours

A 200 INTRODUCTION TO ECONOMICS

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and productive resources; the role of government in the economy; measuring the production of the entire economy; banking and the money supply; international trade; current economic problems. 3—0—3*

A 203 COST ACCOUNTING

(Prerequisite: BA 102 or equivalent). This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. 3—0—3*

A 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of Economics. It includes the basic theory of supply and demand, the capitalist system, national income accounting, the business cycle, the theory of determination of national income and employment, money and banking, and problems of economic growth. 3—0—3*

A 205 PRINCIPLES OF ECONOMICS

This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3—0—3*

A 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3—0—3*

A 208 BUSINESS LAW

This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3—0—3*

A 209 FLORIDA SCHOOL LAW

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3—0—3*

A 210 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3—0—3*

A 212 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3—0—3*

BA 213 PRINCIPLES OF SUPERVISION

The purpose of this course is to present the important information supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3—0—3*

BA 214 SALESMANSHIP

This course is a study and analysis of the fundamental concepts of selling and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from job manuals, and illustrations from company training materials are emphasized in the course. 3—0—3*

BA 240 PURCHASING I

Study of the purchasing function, organization, policies, legal aspects, ethical source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy, and capital equipment. 3—0—3*

BA 241 PURCHASING II

Continuation of BA 240. Study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation and public relations. 3—0—3*

BA 242 PRODUCTION MANAGEMENT

A study of the various phases of production control and the elements which contribute to a successful operation—production forecasting, product development, control of materials, routing, scheduling, and follow-up are studied in a sequence in terms of their significance and their relationship to production control. 3—0—3*

BA 243 INTRODUCTION TO TRAFFIC MANAGEMENT

An introduction to traffic management covering federal regulations, freight rates and tariffs, shipping documents, special freight services, and freight claims. 3—0—3*

BA 271 SUPERVISION—HUMAN RELATIONS IN BUSINESS

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communication, work and incentives, leadership, and the executive and his roles. 3—0—3*

BE 100 OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the electronic calculators, programmable calculator, rotary calculators, printing calculators, key-driven calculator, dictating, ten-key adding, full-key adding, L 2000 Burroughs Computer, NCR 4200 Hotel Postnet and the various accounting machines found in the business field today. 1—2—2*

BE 101 OFFICE PRACTICE

(Prerequisite: BE 105 or equivalent). This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3—0—3*

E 103 SHORTHAND

(Co-requisite: BE 105 or the successful completion of a previous typing course). All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 1—4—3*

E 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 103 or equivalent, and BE 105 or equivalent). This course is a continuation of BE 103. A dictation skill of 80 to 100 words a minute is developed on newsmatter dictation, and transcription skill of at least 30 words a minute is attained. 2—2—3*

E 105 BEGINNING TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1—3—2*

E 106 INTERMEDIATE TYPEWRITING

(Prerequisite: BE 105 or equivalent). This course is a continuation of BE 105 and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1—3—2*

E 200 BUSINESS COMMUNICATIONS

(Prerequisites: EH 101, and BE 105 or equivalent). The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. 3—0—3*

E 201 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION

(Prerequisite: BE 104 or equivalent and BE 106 or equivalent). This course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 2—2—3*

E 203 SPECIAL APPLICATIONS OF DICTATION AND TRANSCRIPTION

(Prerequisites: BE 106, BE 201 or equivalents). Dictation and transcription practice is given utilizing short cuts applicable to the special business and technical fields. Legal, medical, and technical terminology is taught. 2—2—3*

E 205 ADVANCED TYPEWRITING

(Prerequisite: BE 106). Improvement of production ability on all typing is stressed. There is a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters. Introduction is made to the typing of legal and medical forms and government and military letters. Speed-up procedures will be used in the development of maximum typewriting skill. 1—3—2*

E 206 MACHINE SHORTHAND

(Co-requisite: BE 105 or BE 106 or equivalent). All the basic theory of the machine shorthand system is studied. The Stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1—4—3*

E 207 MACHINE SHORTHAND

(Prerequisite: BE 206). This course is a continuation of BE 206, with emphasis on skill building and its application to useable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1—4—3*

E 208 HEALTH RELATED OFFICE PRACTICE

This course is designed to instruct students in dental and medical office procedures with special emphasis on recordkeeping, filing, income and social security taxes, workmen's compensation, health insurance, and basic communications. 3—0—3*

*Lecture—Lab—Credit Hours

BANKING

BA 120 SAVINGS AND TIME DEPOSIT BANKING

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal bases of asset management, asset management policies, operations and control, supervision of financial institutions, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3—0—3*

BA 123 INSTALLMENT CREDIT

(Prerequisite: BA 126 and BA 130). Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3—0—3*

BA 124 BUSINESS ADMINISTRATION

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting the budget and coordination, effective public relations. 3—0—3*

BA 126 COMMERCIAL LAW

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations, personal property, real property, estates and trusts, torts and crimes, miscellaneous (suretyship, bankruptcy, bulk transfers). 3—0—3*

BA 127 MONEY AND BANKING

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity, Federal Reserve policies and operations in the money market, Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3—0—3*

BA 128 BANK LETTERS AND REPORTS

Your reader and you, the personality of a letter, problems in dictation and transcription, placement of essential information in letters, the well-planned letter, beginnings and endings, the choice of words, the structure of the sentence, form letters, service letters, the letter of inquiry, the letter of collection, letters concerning loans and trusts, personal letters, memoranda, writing connected with conferences and meetings, bank reports, grammatical usage, punctuation, the use of a bibliography. 3—0—3*

BA 130 PRINCIPLES OF BANK OPERATIONS

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3—0—3*

*Lecture—Lab—Credit Hours

A 221 BANK MANAGEMENT

The nature and objectives of banking, formulation of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3—0—3*

A 222 CREDIT ADMINISTRATION

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3—0—3*

A 225 BANK INVESTMENTS

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, markets for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety considerations, tax and related considerations, investment policies. 3—0—3*

A 229 FUNDAMENTALS OF BANK DATA PROCESSING

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing—services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 3—0—3*

A 231 TRUST DEPARTMENT SERVICES

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3—0—3*

A 232 BANK PUBLIC RELATIONS AND MARKETING

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3—0—3*

A 233 FINANCING BUSINESS ENTERPRISE

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies—use of securities, working capital and turn-over ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3—0—3*

BA 234 SUPERVISION AND PERSONNEL ADMINISTRATION

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3—0—3*

BA 235 AGRICULTURAL FINANCE

The dynamics of agricultural finance, capital structure and credit needs of agriculture, the role of bank policy, loan analysis, legal instruments, livestock and poultry financing, crop financing, capital loans, agribusiness, sources of credit, management of the farm loan portfolio, public relations and business development, sources and use of agricultural information. 3—0—3*

BA 236 HOME MORTGAGE LENDING

Mortgage credit in the United States, structure of the mortgage market, development of a mortgage portfolio, determining mortgage plans, loan application processing-existing housing, residential construction-lending policies and practices, appraisal of property, credit analysis of the borrower, FHA-insured loans, guaranteed loan program for veterans, legal aspects of mortgage lending, closing mortgage loans, mortgage loan servicing, delinquent loan servicing, management of foreclosed real estate, management considerations in mortgage lending and portfolio management. 3—0—3*

BA 237 ANALYZING FINANCIAL STATEMENTS

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projections. 3—0—3*

BA 238 TRUST DEPARTMENT ORGANIZATION

Trust powers, organization of a trust department, executive and administrative activities of a trust department, equipment of a trust department, bookkeeping and accounting, procedures for corporate trusts and agencies, procedures for investment of trust funds, management of real property and mortgages, tax work of a trust department, public relations of trust institutions, advertising, personal representation, trust selling techniques—estate planning, trust compensation, trust costs and earnings, trust associations, guiding principles of trust institutions, institutional safeguards for trust property, government supervision of trust business. 3—0—3*

HOME ECONOMICS

HE 101 ELEMENTS OF NUTRITION

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It is open to all students desiring an introductory course in nutrition. 3—0—3*

HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2—2—3*

HE 106 ELEMENTS OF CLOTHING CONSTRUCTION

A study of pattern selection, use of commercial patterns, and the fundamental techniques of sewing are included in this course. 2—2—3*

107 CREATIVE PATTERN MAKING I

Introduction to the flat pattern method of making patterns as used in the garment and pattern company trades. Students will accomplish the basic steps in the development of dress patterns by the flat pattern drafting method. They will learn to draft the basic slopers for standard sizes and to their personal measurements. The development of the hip length sloper and the basic principles of fitting will be stressed. Students will design and make a pattern for a simple basic dress. 3—0—3*

108 CREATIVE PATTERN MAKING II

Instruction in the basic principles of draping the basic slopers and the transferring of a muslin into a paper pattern, stressing the importance of accurate pattern construction. A continuation of the drafting and flat pattern method. 3—0—3*

201 CLOTHING CONSTRUCTION

(Prerequisite: HE 106, Elements of Clothing Construction). Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 2—2—3*

203 COSTUME SELECTION

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning, and the selection and use of accessories. 3—0—3*

207 CREATIVE PATTERN MAKING III

Advanced study of the flat pattern method and draping method in the making of patterns from sketches. Grading of patterns and the beginning of custom tailoring procedures will be introduced. 3—0—3*

208 CREATIVE PATTERN MAKING IV

Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which she sketches, makes the pattern, drapes and constructs. 3—0—3*

TEL—FOOD SERVICE MANAGEMENT

100 INTRODUCTION TO HOTEL-RESTAURANT MANAGEMENT

The historical background of the Hotel-Motel Industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3—0—3*

102 INTRODUCTION TO FOOD SERVICE MANAGEMENT

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3—0—3*

118 HOTEL-MOTEL-FOOD SERVICE PRACTICUM I

The aim of this course is to expose the student to an actual work experience, thus, the student is expected to obtain employment in a local hotel, motel, or food service outlet. The work and lecture periods are coordinated so that the experience being obtained will result in a learning sequence that will lead to positions of higher responsibility. 2—6—4*

201 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3—0—3*

202 HOTEL-MOTEL HOUSEKEEPING MANAGEMENT

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3—0—3*

*Lecture—Lab—Credit Hours

HR 204 HOTEL-MOTEL MANAGEMENT PRACTICES

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3—0—3*

HR 207 LEGAL ASPECTS OF HOTEL ADMINISTRATION

A study of the laws applicable to the ownership and operation of places of public hospitality. 3—0—3*

HR 210 QUANTITY FOOD COMPOSITION AND PREPARATION

(Prerequisite: HR 102 or permission of the instructor). A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 2—6—3*

HR 211 PURCHASING MANAGEMENT

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3—0—3*

HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3—0—3*

HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3—0—3*

HR 214 FOOD AND BEVERAGE CONTROL

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2—0—2*

HR 215 EQUIPMENT USE AND MAINTENANCE

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, hotels, motels, and related institutions. 3—0—3*

HR 216 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3—0—3*

HR 218 HOTEL-MOTEL FOOD SERVICE PRACTICUM II

This course is a continuation of HR 118. 2—6—4*

*Lecture—Lab—Credit Hours

RETAILING

RG 101 INTRODUCTION TO RETAILING

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3—0—3*

RG 102 TEXTILES

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3—0—3*

RG 103 RETAIL PRACTICUM I

Class discussion and lecture include problems of job placement; sources of retail job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Open only to first year Retailing majors. Includes participation in sales and marketing club activities. 1—9—3*

RG 104 INTRODUCTION TO JOB AND RETAIL PRACTICUM II

A continuation of RG 103. 1—9—3*

RG 105 HOME FURNISHINGS

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2—0—2*

RG 107 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3—0—3*

RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and the problems involved. 3—0—3*

RG 109 RETAIL CREDIT

A study of retail credit and collection principles, the organization of personnel and procedures, the formation of policies, legal aspects, special problems, and the handling of complaints and adjustments will be included. Attention will be given to techniques of maintaining good customer relations and increasing credit sales volume. 2—0—2*

RG 110 READY-TO-WEAR AND ACCESSORIES

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history, trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2—0—2*

RG 111 RETAIL PRACTICUM III

A planned program of independent research, observation, study, and work in selected retail firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Open only to second year Retailing majors. Offered fall and winter terms. 1—9—3*

RG 112 RETAIL PRACTICUM IV

A continuation of RG 111. 1—9—3*

*Lecture—Lab—Credit Hours



Chemistry

FACULTY: Truchelut (Chairman), Ackerman, Conley, Fayssoux, Lesko, Toohey

MAJORS: Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Veterinary

COURSE PREFIXES: CY

PROGRAMS:

CHEMISTRY, CHEMISTRY TEACHER (A.A.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS		CREDIT
				Fall Term	Winter Term	
AT 110	Art Appreciation			(3)		
or						
MC 110	Music Appreciation					3
CY 101-102	General Chemistry			4		4
EH 101-102	Freshman Communications			3		3
HH 101**	Perspectives On Healthful Living			2		
MS 111	College Algebra			3		
MS 121	Trigonometry & Analytic Geometry					3
PE	Physical Education			1		1
SS 101-102*	Social Inst.; Political Inst.			3		3
				<hr/> 16	<hr/> 17	

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

CHEMISTRY, CHEMISTRY TEACHER (A.A.) Cont'd

SOPHOMORE YEAR

CY 211-212	Organic Chemistry	4	4
CY 202	Quantitative Analysis		4
EH	English Literature	3	
PE	Physical Education	1	1
MS 204-205	Calculus I, II	4	4
PH 205-206	Gen. Physics with Calculus I, II	4	4
		<hr/> 16	<hr/> 17

PRE-DENTAL, PRE-MEDICAL, PRE-PHARMACY, PRE-VETERINARY (A.A.)

This course will meet the minimum requirements for admission to most medical and dental schools. While students may be admitted to dental schools after two years of pre-professional work, medical school require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation	(3)		
BY 100-105	Principles of Biology; Principles of Biology Laboratory		4	
BY 102-104	General Zoology; Gen. Zoology Lab		4	
CY 101-102	General College Chemistry		8	
EH 101-102	Freshman Communications		6	
HH 101**	Perspectives on Healthful Living		2	
MS 111-121	College Algebra; and Analytic Geometry		6	
PE	Physical Education		2	
			<hr/> 35	

SOPHOMORE YEAR

BY 201-202†	Comp. Vertebrate Anatomy	6
CY 211-212	Organic Chemistry	8
EH	English Literature	3
PE	Physical Education	2
PH 201-202	General Physics	8
SS 101-102*	Social Inst.; Political Inst.	6

*PL 201 or HY 201 may be substituted for SS 102.

†For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected.

*HH 230 may be substituted

COURSE DESCRIPTIONS:

CY 100 INTRODUCTION TO CHEMISTRY

A single-semester course providing an introduction to the principles of modern chemistry, for students in two-year programs who will not need the more intensive CY 101-102 courses. May be taken by pre-professional university parallel students not yet prepared for CY 101-102, but will not substitute for the latter sequence in transfer credit. It is highly recommended that students with an inadequate science and mathematics background consider CY 100 as preparatory for CY 101. Serves as prerequisite, with CY 105, for CY 200. 3—0—3*

*Lecture—Lab—Credit Hours

CY 101 GENERAL CHEMISTRY

(Prerequisite: CY 100 and MS 110 or higher, or one unit of high school chemistry with grade of "B" or better, within previous three years, and three units of high school mathematics). The first half of a 2-semester sequence which includes a thorough study of the theories, laws, and principles of general chemistry, and their application. The latter requires emphasis on problem solving. 3—3—4*

CY 102 GENERAL CHEMISTRY

(Prerequisite: CY 101 or equivalent). Continuation of CY 101, again with emphasis on problem solving. The laboratory includes qualitative analysis. 3—3—4*

CY 104 CHEMISTRY FOR HEALTH SCIENCES

A one-semester course designed to meet the special needs of A.S. degree students in nursing, dental hygiene, medical lab technicians, and other health related professions. The subject matter begins with metric measurements, physical vs. chemical properties and changes, a brief consideration of the internal structure of the atom especially as it relates directly to stable and unstable (radioactive) isotopes, and the relationship of electron configurations to chemical properties. Chemical bonding, equations, and the gas laws are studied from a non-mathematical, biologically oriented standpoint. Acids, Bases, salts, ions and electrolytes, pH, solutions and methods of expressing concentrations in both chemical and physiological terms are discussed in some detail.

From the above fundamentals of general chemistry the course proceeds to the study of some elements of physiological importance, especially carbon and its myriad compounds. Most of the classes or organic compounds are studied with emphasis on those of biochemical importance, such as the alcohols, ethers, amines, amino acids, lipids, carbohydrates, vitamins and some alkaloids. The last portion of the subject matter introduces the student to biochemistry as it applies to the metabolism of proteins and fats, and many body fluids. 3—0—3*

CY 105 LABORATORY FOR CY 100 AND CY 104

(Co- or prerequisite: CY 100 or 104). A study of metric measurements, physical and chemical properties common elements and compounds, and many laboratory techniques and skills. 0—2—1*

CY 200 PRINCIPLES OF ORGANIC CHEMISTRY

(Prerequisite: CY 100 and CY 105, or CY 101, with "C" or better). A one-semester course in the fundamentals of organic chemistry with emphasis on the chemistry related to foods, vitamins, fabrics, dyes, plastics as organic structural materials, pesticides, solvents and other household or consumer products. 3—4—4*

CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 102 or equivalent). The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric and an introduction to instrumental methods. 2—6—4*

CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 or equivalent). First half of a two-semester sequence, which covers the fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3—4—4*

CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211). Continuation of CY 211. 3—4—4*

*Lecture—Lab—Credit Hours

Data Processing

FACULTY: Washburn (Chairman), Baldree, Royall

MAJORS: Computer Technology (A.S.), Computer Science, Systems Engineering and Scientific Option (A.A.), Computer Science, Business Option (A.A.), Computer Operator (Certificate Program).

COURSE PREFIXES: DP

PROGRAMS:

COMPUTER TECHNOLOGY (A.S.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Tech. Writing	---	6	
DP 101	Unit Record Equipment	---	3	
DP 102	Computer Theory	---	3	
BA 101-102	Principles of Accounting	---	6	
PE	Physical Education	---	2	
DP 104	Computer Logic	---	2	
DP 202	Basic Computer Programming	---	4	
MS 106 or 111	Math for Gen. Educ.; College Algebra	---	3	
Elective			3	
			<hr/>	
			32	

SOPHOMORE YEAR

DP 203	Data Processing Applications	---	3	
DP 206-207	Intermediate; Advanced Computer Program's	---	8	
DP 210	Advanced Computer Systems	---	2	
MS 208	Statistics	---	3	
HH 101**	Perspectives on Healthful Living	---	2	
PE	Physical Education	---	2	
	Science	---	3-4	
SS 101-102*	Social Inst.; Political Inst.	---	6	
Elective			3	
			<hr/>	
			32-33	

COMPUTER SCIENCE (A.A.)

(Systems Engineering and Scientific Option)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CY 101-102	General Chemistry	---	8	
DP 102	Computer Theory	---	3	
DP 104	Computer Logic	---	2	
DP 202	Basic Computer Program's	---	4	
EH 101-102	Freshman Communications	---	6	
MS 121-204	Trigonometry and Analytic Geometry; Calculus	---	7	
PE	Physical Education	---	2	
			<hr/>	
			32	

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

COMPUTER SCIENCE (A.A.) Cont'd

SOPHOMORE YEAR

AT 110 or MC 110	Art Appreciation; Music Appreciation	3
DP 206	Intermediate Computer Program'g	4
EG 101	Engineering Graphics	2
EG 110	Engineering Problems & Orientation	1
EH	Literature	3
HH 101*	Perspectives on Healthful Living	2
MS 205-206	Calculus II; III	8
MS 210	Mathematical Programming	2
PE	Physical Education	2
SS 101-102*	Social Inst.; Poltical Inst.	6
		<hr/> 33

COMPUTER SCIENCE (A.A.)

(Business Option)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110 or MC 110	Art Appreciation; Music Appreciation		3	
BA 101-102	Principles of Accounting		6	
DP 101	Unit Record Equipment I		3	
DP 102	Computer Theory		3	
DP 104	Computer Logic		2	
DP 202	Basic Computer Programming		4	
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
PE	Physical Education		2	
				<hr/> 32

SOPHOMORE YEAR

BA 204	Principles of Economics	3
DP 203	Data Processing Applications	3
DP 206	Intermediate Computer Programming	4
DP 207	Advanced Computer Programming	4
EH	Literature	3
HH 101 **	Perspectives on Healthful Living	2
PE	Physical Education	2
	Science	7
SS 101-102*	Social Inst.; Political Inst.	6
		<hr/> 34

COMPUTER OPERATOR (One Year Certificate Program)

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Term Fall	Term Winter	
BA 100	Introduction to Business			3	
BA 101	Principles of Accounting		3		
BE 100	Office Machines			2	
DP 101	Unit Record Equipment I		3		
DP 102	Computer Theory		3		
DP 202	Basic Computer Programming			4	
EH 101	Freshman Communications		3		
DP 206	Intermediate Computer Programming		4		
MS 106	Math for General Education			3	
PE	Physical Education		1	1	
			<hr/> 17	<hr/> 13	

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

COURSE DESCRIPTIONS:

DP 101 UNIT RECORD EQUIPMENT I

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2—2—3*

DP 102 COMPUTER THEORY

This is an introductory course in principles of the computer. It covers number theory, computer organization, and machine language programming. One major objective is to enable the student to program and operate a digital computer in the machine language. 3—0—3*

DP 103 UNIT RECORD II

(Prerequisite: DP 101 and BA 101). This is a continuation of DP 101. It emphasizes the accounting machine and introduces the student to unit record applications. 2—2—3*

DP 104 COMPUTER LOGIC

(Prerequisite: DP 102). This course emphasizes the logical processes required for computer applications. It emphasizes algorithms, logical flow and problem analysis. 2—0—2*

DP 202 BASIC COMPUTER PROGRAMMING

(Prerequisite: DP 102). This course will stress programming in the assembler language. It will stress the use of subroutines and macros. Basic fortran will also be introduced. 2—4—4*

DP 203 DATA PROCESSING APPLICATIONS AND SYSTEMS

A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed such as payrolls, inventory control, and so forth. 3—0—3*

DP 206 INTERMEDIATE COMPUTER PROGRAMMING

(Prerequisite: DP 202). This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied including monitors and operating systems. 2—4—4*

DP 207 ADVANCED COMPUTER PROGRAMMING

(Prerequisite: DP 206). This course will emphasize compiler language programming, namely cobol, fortran IV, and PL/I. 2—4—4*

DP 210 ADVANCED COMPUTER SYSTEMS

(Prerequisite: DP 206). This course illustrates the changes in computer concepts as applied to third generation computers. It describes operating systems, language syntax, and real time applications. 1—2—2*

*Lecture—Lab—Credit Hours



Dental Health Services

FACULTY: Engel (Chairman), Hakucha (Asst. Chairman), Benedict, Bonechio, Hoyle, Krumm, MacPherson, Mullens, Toomath, Trichler, Weisenborn.

MAJORS: Dental Hygiene, Dental Laboratory Technology, Dental Assistant.

COURSE PREFIXES: DA, DS, DT

PROGRAMS:

DENTAL HYGIENE (A.S.)

This program is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to page 47 for the five admission requirements.

		FRESHMAN YEAR		
COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BY 151-152	Anatomy & Physiology	3	3	
CY 104*	Introduction to Chemistry	3		
DS 102	Dental Anatomy	3		
DS 103	General & Oral Histology		2	
DS 104	Dental Radiology		2	
DS 106	Oral Hygiene	1		
DS 110-111-205	Clinical Dental Hygiene I, II, III	3	3	3
EH 101-102	Freshman Communications	3	3	
SP 101	Fundamentals of Speech		3	
SS 101	Social Institutions			3
		<hr/> 16	<hr/> 16	<hr/> 6

*CY 101 must be taken for an A.A. Degree.

DENTAL HYGIENE (A.S.) Cont'd

SOPHOMORE YEAR

BY 156'	Microbiology	3	
DS 105	Pharmacology	1	
DS 202	General & Oral Pathology	2	
DS 203	Public Health & Preventive Dentistry		1
DS 206	Practice Administration		1
DS 207	Dental Health Education	2	
DS 208	Clinical Observation		2
DS 210-215	Clinical Dental Hygiene IV, V	3	3
HE 101	Elements of Nutrition	3	
HH 101**	Perspectives on Healthful Living		2
PE	Physical Education	1	1
PY 201	General Psychology		3
SS 102*	Political Institutions		3
		<hr/> 15	<hr/> 16



DENTAL LABORATORY TECHNOLOGY (A.S.)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER			HOURS	CREDIT
		Fall Term	Winter Term	Spring Term		
BA 100	Introduction to Business		3			
DA 105	Elements of Dental Materials		3			
DS 102	Dental Anatomy & Physiology	3				
DT 100	Complete Denture Techniques I	4				
DT 101	Orientation & Terminology	1				
DT 102	Complete Denture Techniques II		4			
DT 103	Cast Inlay Techniques			2		
DT 106	Partial Denture Technique I			2		
EH 101-102 or 110	F'man Communications; Tech. Writing	3	3			
PE	Physical Education	1	1			
HH 101**	Perspectives on Healthful Living	2				
		<hr/> 14	<hr/> 14	<hr/> 4		

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

DENTAL LABORATORY TECHNOLOGY (A.S.) Cont'd

SOPHOMORE YEAR

CY 100-105	Intro. to Chem.; Chemistry Lab	3		
DT 104	Crown & Bridge Technique I	5		
DT 107	Jurisprudence & Prof. Relations		1	
DT 110	Ceramic Techniques I		5	
DT 202	Special Prosthesis			2
DT 204	Crown & Bridge Technique II		4	
DT 206	Partial Denture Technique II	4		
DT 210	Ceramic Technique II			2
SS 101-102*	Social Inst.; Political Inst.	3	3	
		<u>15</u>	<u>13</u>	<u>4</u>

*PL 201 or HY 201 may be substituted for SS 102.

DENTAL ASSISTANTS PROGRAM (Certificate Program)

This course covers a period of two terms plus the first session of the spring term, thereby totaling forty weeks. This program is accredited by the Council on Dental Education of the American Dental Association.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BE 105	Typewriting	2		
BE 208	Health Related Office Practice		3	
DA 100	Intro. to Dental Assisting	1		
DA 102	Preclinical Orientation	3		
DS 102	Dental Anatomy	3		
DA 104	Related Dental Theory		3	
DA 105	Elements of Dental Materials		3	
DA 106	Office Management			1
DA 110	Clinical Practice I	3		
DA 111	Clinical Practice II		3	
DA 112	Clinical Practice III			3
DS 104	Dental Radiology	2		
EH 101	Freshman Communications	3		
PY 201	Psychology		3	
		<u>17</u>	<u>15</u>	<u>4</u>

COURSE DESCRIPTIONS:

DA 100 INTRODUCTION TO DENTAL ASSISTING

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1—0—1*

DA 102 PRECLINICAL ORIENTATION

This course presents the nomenclature, maintenance, and application of all the instruments and equipment commonly employed in the dental office. The course also includes instruction in the various techniques in sterilization. 2—2—3*

*Lecture—Lab—Credit Hours

DA 104 RELATED DENTAL THEORY

Course designed for familiarization of common drugs and medicaments: pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3—0—3*

DA 105 ELEMENTS OF DENTAL MATERIALS

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2—3—3*

DA 106 OFFICE MANAGEMENT

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting and record filing. 1—0—1*

DA 110 CLINICAL PRACTICE

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0—6—3*

DA 111 CLINICAL PRACTICE II

Continuation of DA 110. 0—6—3*

DA 112 CLINICAL PRACTICE III

Continuation of DA 111. 0—6—3*

DS 102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2—2—3*

DS 103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1—2—2*

DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice. 1—2—2*

DS 105 PHARMACOLOGY

The objective of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1—0—1*

*Lecture—Lab—Credit Hours

DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1—0—1*

DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice. This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1—4—3*

DS 111 CLINICAL DENTAL HYGIENE II

(Prerequisite: a grade "C" or above in DS 110). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0—9—3*

DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2—0—2*

DS 203 PUBLIC HEALTH AND PREVENTIVE DENTISTRY

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meanings and aims and the responsibilities of the Dental Hygienist in this field of practice. 1—0—1*

DS 205 CLINICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 0—9—3*

DS 206 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1—0—1*

DS 207 DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 2—0—2*

DS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1—2—2*

*Lecture—Lab—Credit Hours

DS 210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 0—9—3*

DS 215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 0—9—3*

DT 100 COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2—6—4*

DT 101 ORIENTATION AND TERMINOLOGY

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1—0—1*

DT 102 COMPLETE DENTURE TECHNIQUES II

Continuation of DT 100. 2—6—4*

DT 103 CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1—2—2*

DT 104 CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions. 2—9—5*

DT 106 PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1—3—2*

DT 107 JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1—0—1*

DT 110 CERAMICS I

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2—9—5*

DT 202 SPECIAL PROSTHESIS

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1—2—2*

DT 204 CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facing and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1—9—4*

DT 206 PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2—6—4*

DT 210 CERAMICS II

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 1—3—2*

*Lecture—Lab—Credit Hours

Engineering Technology

FACULTY: Whitmer (Chairman), Austin, Book, Connell, Cooper, Gibson, Hinckley, McCue, Rader

MAJORS: Aerospace Technology, Air Conditioning and Refrigeration Technology, Air Conditioning and Refrigeration Specialist (Certificate Program), Building Construction, Computer Tester (Certificate Program), Drafting and Design Technology, Electrical Distribution Technology, Electronics Technology, Engineering, Fire Science Technology, Industrial Arts, Surveying Technology.

COURSE PREFIXES: AC, AS, CL, DG, EG, EL, FS, ML, TM

PROGRAMS:

AEROSPACE TECHNOLOGY (A.S.)

Successful completion of this program is designed to qualify students for a commercial pilot's license.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
EH 101-102	Freshman Communications		3	3
AS 101	Air Science		3	
	College Algebra; Trigonometry and			
MS 111-121	Analytic Geometry		3	3
AS 132†	Flight—Basic		2	
SS 101	Social Institutions		3	
AS 111	Propulsion Systems			3
AS 133	Flight—Private			3
AS 122	Preflight and Navigation			3
PE	Physical Education		1	1
			<u>15</u>	<u>16</u>

SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
AS 201	Airborne Communications		3	
AS 221	Air Transportation		3	
AS 211	Aerodynamics		3	
AS 232	Flight—Commercial		3	
PH 201-202	Physics		4	4
AS 222	Advanced Air Navigation			3
AS 233	Flight—Commercial			3
HY 201*	U.S. History			3
HH 101	Health			2
PE	Physical Education		1	1
			<u>17</u>	<u>16</u>

*PL 201 or SS 102 may be substituted for HY 201.

†Flying hours in excess of those required for completion of AS 132, AS 133, AS 232, AS 233. A student who wishes to qualify for the FAA instrument rating should continue his program by enrolling in AS 234.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of work and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS	CREDIT	
			Fall Term	Winter Term	
AC 104	Essentials of Electricity		4		
AC 111	Principles of Refrigeration		4		
AC 112	Principles of Air Cond. Systems				3
AC 125	Refrig. Cycles and Systems				3
ML 122	Air Conditioning Shop				3
DG 108	Drafting for Air Conditioning				2
EH 101-110†	Freshman Communications; Tech. Writing		3		3
PE	Physical Education		1		1
TM 103-104	Elementary Technical Mathematics I; II		3		3
			<hr/>	<hr/>	
			15	18	

SOPHOMORE YEAR					
AC 211	Air Conditioning Systems		3		
AC 212	Commercial Refrigeration Systems		4		
AC 222	Air Distribution and Layout		4		
AC 214	Control Systems for Refrigeration and Air Conditioning		4		
AC 134	Heating and Ventilation				3
AC 224	Planning of Refrigeration and Air Conditioning Systems				4
AC 244	Refrigeration Equipment for Air Conditioning Systems				3
PE	Physical Education		1		1
SS 101	Social Institutions				3
HY 201*	U.S. History to 1865				3
			<hr/>	<hr/>	
			16	17	

†EH 102 may be substituted for EH 110.

*SS 102 or PL 201 may be substituted for HY 201.

NOTE: HH 101 is not required for an A.S. Degree in Air Conditioning and Refrigeration Technology.

AIR CONDITIONING AND REFRIGERATION SPECIALISTS (Certificate Program)

A program designed to provide the background for an air-conditioning field engineer.

COURSE	TITLE	SEMESTER	HOURS	CREDIT
TM 103, EH 101, or ML 122†			3	
AC 104	Essentials of Electricity		4	
AC 111	Essentials of Refrigeration		4	
AC 112	Principles of Air Conditioning		3	
AC 125	Refrigeration Cycles and Systems		3	
AC 211	Air Conditioning Systems		3	
AC 222	Air Distribution and Layout		4	
AC 214	Control Systems		4	
			<hr/>	<hr/>
			28	

†This choice given in relation to goal of the individual student.

BUILDING CONSTRUCTION (A.A.)

FRESHMAN YEAR			SEMESTER	HOURS	CREDIT
COURSE	TITLE				
AT 110 or	Art Appreciation			Fall 3	
MC 110	Music Appreciation			(3)	
CY 101-102†	General Chemistry			4	4
EH 101-110††	Freshman Communications; Tech. Writing			3	3
EG 101	Engineering Graphics I				2
HH 101 **	Perspectives on Healthful Living				2
MS 111	College Algebra			3	
MS 121	Trigonometry and Analytic Geometry				3
SS 101	Social Institutions			3	
PE	Physical Education			1	1
				<hr/> 17	<hr/> 15

SOPHOMORE YEAR

DG 206	Architectural Drafting			3	
EH	Literature				3
MS 204	Analytic Geometry & Calculus I			4	
PH 201-202	General Physics			4	4
SS 102*	Political Institutions				3
BA 101-102	Principles of Accounting			3	3
ML 123	Construction Materials			3	
ML 261	Construction Mechanics (Statics)				3
PE	Physical Education			1	1
				<hr/> 18	<hr/> 17

†BY 101-102 accepted as substitutes when General Education Program is completed.

††EH 102 may be substituted for EH 110.

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

SURVEYING TECHNOLOGY (A.S.)

FRESHMAN YEAR			SEMESTER	HOURS	CREDIT
COURSE	TITLE				
EH 101-102	Freshman Communications			Fall 3	3
SS 101-102*	Social Inst.; Political Inst.			3	3
PE	Physical Education			1	1
TM 103†-104	Elementary Technical Mathematics I; II			3	3
DG 100††	Introduction to Technical Drawing			2	
CL 211	Surveying I			4	
CL 212	Surveying II				4
CL 220††	Surveying Drawing				2
				<hr/> 16	<hr/> 16

SOPHOMORE YEAR

CL 213	Surveying III				4
CL 214	Electronic and Geodetic Surveying			3	
CL 221	Subdivisions				3
CL 230	Topography and Mapping			3	
CL 231	Photogrammetry			3	
CL 260	Legal Aspects of Surveying			3	
CL 261	Legal Aspects of Boundary Location				3
CL 270	Land Survey Descriptions				3
ML 210	Industrial Relationships			3	
PE	Physical Education			1	1
HH 101**	Perspectives on Healthful Living				2
				<hr/> 16	<hr/> 16

*PL 201 or HY 201 may be substituted for SS 102.

†The equivalent of these courses may be taken through the Math Lab.

††Previous drawing experience may be substituted upon approval.

**HH 230 may be substituted.

COMPUTER TESTERS CERTIFICATE PROGRAM (One Year)

This program provides the basic principles of electronic computer testing. The student is prepared in one school year for employment or advancement in a rapidly expanding field. The laboratory experiences provide experiences comparable to those found in industry.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
EH 101	Freshman Communications		3		
or					
EH 110†	Technical Report Writing				3
TM 103-104	Elem. Tech. Math I & II		3		3
DP 102	Computer Theory		3		3
EL 101	D.C. Circuits		6		
EL 220-221	Logic Circuits; Diagnostic Programming				6
ML 210	Industrial Relationships				3
			<hr/>	<hr/>	
			15	18	

DRAFTING AND DESIGN TECHNOLOGY (A.S.)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	Spring Term
EG 101-102	Engineering Graphics I; II	2	2		
ML 100	Basic Slide Rule				1
DG 112	Advanced Drafting				3
EH 101	Freshman Communications	3			
EH 110†	Technical Report Writing			3	
HH 101**	Perspectives on Healthful Living	2			
ML 121	Manufacturing Processes			3	
TM 103-104††	Elem. Tech. Math I; II	3	3		
PE	Physical Education	1	1		1
SS 101	Social Inst.	3			
DG 110	Electrical Drafting			2	
			<hr/>	<hr/>	<hr/>
			14	14	5

SOPHOMORE YEAR

DG 212	Technical Illustration	3			
ML 210	Industrial Relationships			3	
ML 221	Properties & Testing of Materials	4			
PE	Physical Education			1	
PH 201-202	General Physics	4	4		
DG 204-205	Machine Drafting I; II			5	
DG 206	Architectural Drafting I	3			
ML 123	Construction Materials	3			
PL 201	American Nat'l Govt.			3	
			<hr/>	<hr/>	
			17	16	

†EH 102 may be substituted.

**HH 230 may be substituted.

††MS 100-104 may be taken by students not qualified for TM 103-104.

ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.)

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
EL 101-102	DC Circuits—AC Circuits		6	6
EH 101-110†	Freshman Communications; Tech. Writing		3	3
TM 103-104††	Elem. Tech. Math I; II		3	3
DG 110	Electrical Drafting			2
SS 101	Social Institutions		3	
PE	Physical Education		1	1
			<hr/>	<hr/>
			16	15

SOPHOMORE YEAR				
EL 203	DC Machines		3	
EL 204	AC Machines			3
EL 205	Servo. Mech.		3	
EL 222	Power Transmission			3
PH 201-202	General Physics		4	4
ML 221	Properties & Testing of Materials		4	
HH 101**	Perspectives on Healthful Living			2
	Physical Education		1	1
SS 102*	Political Inst.		3	
CL 211	Surveying			4
			<hr/>	<hr/>
			18	17

ELECTRONICS TECHNOLOGY (A.S.)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction in research and development.

At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
DG 110	Electrical Drafting			2
EH 101-110†	Freshman Communications; Tech. Writing		3	3
EL 101-102	DC Circuits; AC Circuits		6	6
TM 103††	Elem. Tech. Math I		3	
TM 104	Elem. Tech. Math II			3
PE	Physical Education		1	1
SS 101	Social Institutions		3	
			<hr/>	<hr/>
			16	15

†EH 102 may be substituted for EH 110.

††MS 100-104 may be taken by students not testing into TM 103-104.

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

ELECTRONICS TECHNOLOGY (A.S.) Cont'd

SOPHOMORE YEAR

EL 201-220†	Advanced Electricity I; Logic Circuits	4	4
EL 211-212††	Electronics I; II	6	6
PE	Physical Education	1	1
EL 214††	Electronics Systems		3
SS 102*	Political Institutions	3	
Electives†††		4	4
		<hr/> 18	<hr/> 18

*PL 201 or HY 201 may be substituted for SS 102.
 †EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201.
 ††PH 201 and 202, CY 101 or 102, or MS 204 and 205 must be elected.
 ††EL 215, 216, 218 and 219 (offered in evening), a sequence equivalent to EL 211, 212 and 214.
 NOTE: HH 101 is not required for an A.S. Degree in Electronics Technology.



ENGINEERING (A.A.)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

The program in engineering at most universities requires five years.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
CY 101-102	General Chemistry		4	4
EH 101-102	Freshman Communications		3	3
EG 101-102	Engineering Graphics		2	2
EG 110	Engineering Problems & Orient		1	
MS 121	Trigonometry and Analytic Geometry		3	
MS 204	Calculus I			4
PE	Physical Education		1	1
			<hr/> 14	<hr/> 14

ENGINEERING (A.A.) Cont'd

SOPHOMORE YEAR

AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
HH 101**	Perspectives on Healthful Living		2
EH	Literature	3	
MS 205-206	Calculus II, III	4	4
PH 205-206	General Physics with Calculus I, II	4	4
SS 101-102*	Social Inst.; Political Inst.	3	3
PE	Physical Education	1	1
Elective			4
		18	18

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

FIRE SCIENCE TECHNOLOGY (A.S.)

The Fire Science Technology curriculum is designed for students who desire preparation for employment in fire service positions as well as for persons currently employed who wish to advance in various fire service categories. A student wishing to earn a certificate rather than an Associate in Science degree may do so by completing only the Fire Science Technology courses.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CY 100†	Introduction to Chemistry		3	
CY 200	Organic Chemistry		4	
EH 101-110††	Freshman Communications; Tech. Writing		6	
FS 101	Intro. to Fire Science Technology		3	
FS 102	Fire Prevention		3	
FS 103	Fire Apparatus and Equipment		3	
FS 104	Fire Hydraulics		3	
HH 101**	Perspectives on Healthful Living		2	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
			35	

SOPHOMORE YEAR

BA 271	Human Relations in Business	3
DG 206	Architectural Drafting	3
FS 201	Related Fire Codes and Ordinances	3
FS 212	Fire Investigation & Arson Detection	3
FS 203	Building Const. for Fire Protection	3
FS 204	Fire Administration	3
HH 103-104***	First Aid; First Aid Instr. Course	2
ML 123	Building Construction Materials	3
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PS 102	Survey of Physical Science II	4
SP 101	Fundamentals of Speech	3
		35

†CY 101 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

††EH 102 may be substituted for EH 110.

**HH 230 may be substituted.

***A student holding a First Aid Instructor's Course certificate may substitute an elective for HH 103-104.

INDUSTRIAL ARTS (A.A.)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelors Degree in Industrial Arts Education. In addition, it includes basic courses of the major field required for teacher certification in the state of Florida.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications	3	3	3
MS 111-121	College Algebra; Trigonometry	3	3	3
SS 101	Social Institutions	3		
HH 101**	Perspectives on Healthful Living			2
HY 201	U.S. History to 1865			3
EG 101-102	Engineering Graphics	2		2
AT 110	Art Appreciation	3		
or				
MC 110	Music Appreciation	(3)		
SP 101	Fundamentals of Speech			3
PE	Physical Education	1		1
		<hr/>	<hr/>	<hr/>
		15		17

SOPHOMORE YEAR

PH 201-202†	General Physics	4		4
EH	Literature	3		
PY 201	General Psychology			3
DG 206	Architectural Drafting	3		
ML 123	Construction Materials	3		
PE	Physical Education	1		1
Electives††		3		9
		<hr/>	<hr/>	<hr/>
		17		17

†BY 100-105 may be substituted.

††Suggested electives: LC 101, AT 105-106, BE 105, PY 202, EN 101.

**HH 230 may be substituted.

SURVEYING TECHNOLOGY (A.S.) (See Page 122)

COURSE DESCRIPTIONS:

AC 090 AIR CONDITIONING AND REFRIGERATION SERVICE PROBLEMS

(Non-Credit)

This course is designed to develop an awareness of those day-to-day problems faced by the air-conditioning service man that may be best solved by imaginative theoretical thought and action. The course emphasizes and generally refreshes the knowledge and methods needed by the applicant for Palm Beach County Certificate of Competency examination. (Offered in evening only).

AC 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3—2—4*

*Lecture—Lab—Credit Hours

AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3—2—4*

AC 112 PRINCIPLES OF AIR CONDITIONING

Psychometrics of air; calculations of heat loads and conditioned air supply. 3—0—3*

AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 104, AC 111). Theory of operation of domestic and commercial refrigeration equipment. 2—2—3*

AS 134 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment for comfort heating; the selection and application of commercial components. 3—0—3*

AC 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112). A study of the various types of air conditioning systems and their applications. 3—0—3*

AC 212 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: AC 125). Commercial refrigeration systems and their related technical fields. 3—3—4*

AC 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING

(Prerequisite: AC 112, AC 125). Design, selection, application, and trouble-shooting of refrigeration and air conditioning control systems. 3—3—4*

AC 222 AIR DISTRIBUTION AND LAYOUT

(Prerequisite: AC 112, EG 102). Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2—4—4*

AC 224 PLANNING OF AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Practice in planning and estimating various types of air conditioning. 3—2—4*

AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 2—2—3*

AS 101 AIR SCIENCE

A familiarization course to acquaint the student with the design and function of the airplane, the theory of flight, flight control agencies, rules of the air, aero-medicine, and a survey of the achievements in manned flight. 3—0—3*

AS 111 PROPULSION SYSTEMS

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3—0—3*

AS 122 PREFLIGHT AND NAVIGATION

(Prerequisite: AS 101). A study of theory of flight, navigation, weather, aircraft operation and fundamentals of air traffic control. An introduction to the use of the manuals and aids to the airman are stressed. 3—0—3*

AS 132 FLIGHT—BASIC

(Co-requisite AS 101). A scientific introduction to flight, through actual flight experience and lectures held by a qualified flight instructor. Course includes 10 hours of dual flight instruction and 22 hours of classroom ground school. This course will place the student in a more favorable position to qualify for the private pilot's certificate. 1—2—2*

*Lecture—Lab—Credit Hours

133 FLIGHT—PRIVATE

(Prerequisite: AS 132). A continuation of Flight—Basic. This course is designed so that the requirements for the Private Pilot's Certificate may be successfully completed. The 48 hours of instruction will include 22 hours of dual flight instruction, 15 hours of solo flight, 3 hours of link trainer and 8 hours of oral briefing by the flight instructor. 1—4—3*

201 AIRBORNE COMMUNICATIONS

(Prerequisite: AS 101). A study of the fundamentals of radio and the electronic aids used by the pilot including radio, radar, VHF Omni, direction range (VDR), (ILS), (GCA), and the manuals and guides for the airman. 3—0—3*

211 AERODYNAMICS

(Prerequisite: AS 132). A course which features an in-depth study of the aircraft and systems affecting flight. Aircraft design, airframes, costs of operational requirements, global aviation, and the functions of aircraft management are considered. 3—0—3*

221 AEROSPACE AND AIR TRAVEL

(Prerequisite: AS 132). A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3—0—3*

222 ADVANCED AIR NAVIGATION

(Prerequisite: AS 201 and AS 231). Orientation on the use of electronic navigational aids to the pilot. The capabilities and limitations of each system, consideration of severe weather phenomena, emergency procedures and the use of weather charts and the airman's manual will be emphasized. 3—0—3*

232 FLIGHT—COMMERCIAL I

(Prerequisite: AS 133). This is the first of two flying courses leading to the Commercial Pilot's Certificate. A total of 30 hours dual instruction, 50 hours solo flying time and 40 hours of oral instruction, will be given. 1—4—3*

233 FLIGHT—COMMERCIAL II

(Prerequisite: AS 232). The second half of the flying course leading to the Commercial Pilot's Certificate. Each student will log a total of 30 hours dual instruction, 50 hours of solo time, and 40 hours of oral instruction and briefing. The instructor will schedule the student for the FAA examination for Commercial Pilot's Certificate upon completion of the course. 1—4—3*

234 FLIGHT—INSTRUMENT

(Prerequisite: AS 233). This course prepares the student for the FAA Instrument Pilot Rating. A total of 20 hours dual instruction, 10 hours link trainer and 20 hours oral instruction will be required for completion. 1—4—3*

211 SURVEYING I

Use and care of surveying instruments; theory and practice in chain and transit surveys and in balancing and closing traverses; introduction to leveling. 2—4—4*

212 SURVEYING II

(Prerequisite: CL 211 and co-requisite MS 110). A continuation of CL 211. Use and care of surveying instruments; theory and practice in location of reference and base lines; leveling; topography; design and layout of curves; use of the State Plane Coordinate System. 2—4—4*

*Lecture—Lab—Credit Hours

CL 213 SURVEYING III

(Prerequisite: CL 212 and MS 104). A study of route surveying for location of highways, railways, canals, power-transmission lines, pipe lines, and other utilities. Aspects covered include design of horizontal and vertical curves, determination of profiles, location of objects, establishing center lines locations, and determining volumes of earthwork incidental to construction. 2—4—4*

CL 214 ELECTRONIC AND GEODETIC SURVEYING

(Prerequisite: CL 212 and MS 104). A study of geodetic and electronic techniques in surveying, including electronic distance measuring devices, astronomy, and geodetic computations. Topics include: use and analysis of the school's geodimeter, azimuth, latitude and longitude determinations from stars, computation of triangles, reduction to sea level, eccentricity, and geographic positions. 3—0—3*

CL 220 SURVEYING DRAWING

(Prerequisite: DG 100). This course stresses the preparation of drawings as they apply to surveying; inking and lettering are emphasized. The following areas are studied: types of maps and their use, methods of map production and reproduction, and preparation of maps and documents for entry into the public records. 1—3—2*

CL 221 SUBDIVISIONS

(Prerequisite: CL 211 and CL 220). A study of subdivision planning. Topics covered include: government regulations as applied to subdivisions, practice of obtaining the best subdivision land-use for various types of property, preparation of land plats and subdivision plats, relationship of roads and utilities to general layout, economic and aesthetic values. 3—0—3*

CL 230 TOPOGRAPHY AND MAPPING

(Prerequisite CL 212 and CL 220). The following items are covered: methods of making topographic surveys, use of the plane table, control surveys, contour lines, air photo interpretation, preparation of topographic maps, computations using topographic maps. 2—3—3*

CL 231 PHOTOGRAMMETRY

(Prerequisite or co-requisite: CL 212). A study of the geometrical characteristics of photographs and photogrammetric equipment, including problems of flight planning and control consideration; measurements in photogrammetry, rectification, and mosaics; and the application of photogrammetric principles to practical design and usage. 3—0—3*

CL 260 LEGAL ASPECTS OF SURVEYING

(Prerequisite: CL 211). This course stresses the legal and professional responsibilities of the surveyor. Points included are: relation of surveyor to client; legal rights, duties, and liabilities of the surveyor; statutes regulating the practice of surveying; various legal documents which affect the surveyor; and the surveyor's professional responsibilities. 3—0—3*

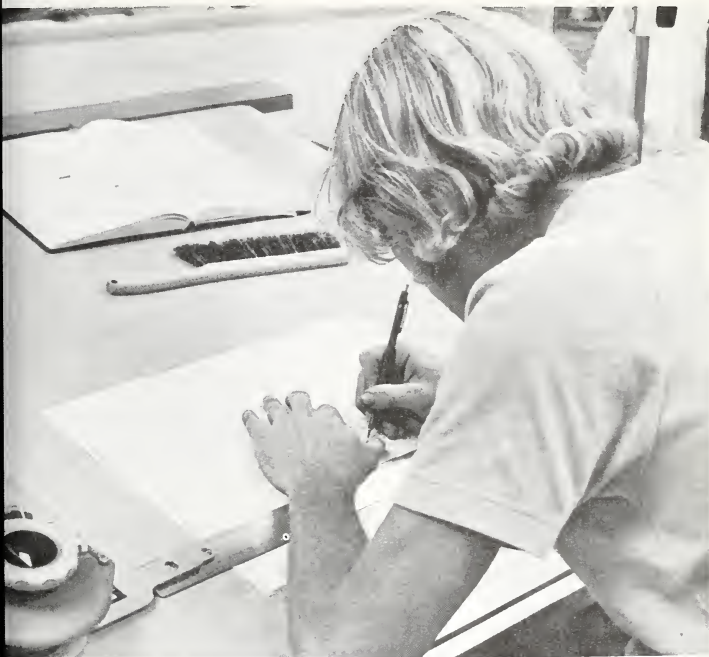
CL 270 LAND SURVEY DESCRIPTIONS

(Prerequisite: CL 260). A study of the factors which enter into the proper development of correct description of land parcels. Topics included are: superiority of calls, types of descriptions, sectional property, easement and variations, water boundaries, meanings of words and phrases, map laws, records and recording of documents, re-survey description, and preparation of general land descriptions. 3—0—3*

CL 290 TECHNICAL RESEARCH PROBLEM

An approved technical research problem is conducted by the student. Seminars are held at regular intervals during the term in which the student will present his problem to the class. A final written report of the problem is submitted by the student. 3—0—3*

*Lecture—Lab—Credit Hours



EG 100 INTRODUCTION TO TECHNICAL DRAWING

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1—3—2*

EG 108 DRAFTING FOR AIR CONDITIONING

(Prerequisite: DG 100 or one year Sr. High Drafting or its equivalent). This course is designed to give students of the air conditioning technology program a basic knowledge of architectural structures and drawings, surface developments for duct-work, and electrical schematics. 1—3—2*

EG 110 ELECTRICAL DRAFTING

(Prerequisite: DG 100 or one year Sr. High Drafting or its equivalent). This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1—3—2*

EG 112 ADVANCED DRAFTING

(Prerequisite: EG 102). This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields such as machine drawing, electrical-electronics, sheetmetal, structural, and topographical drafting. 1—5—3*

*Lecture—Lab—Credit Hours

DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor). A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1—3—2*

DG 205 MACHINE DRAFTING II

(Co-requisite or prerequisite: DG 204 Machine Drafting I). This course deals with design problems of a practical nature based on information covered in DG 204. 1—5—3*

DG 206 ARCHITECTURAL DRAFTING

(Prerequisite: EG 101-102 or equivalent; co-requisite: ML 123). Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through practical projects. 1—5—3*

DG 212 TECHNICAL ILLUSTRATION

(Prerequisite: EG 102 or consent of instructor). This course deals primarily with the translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings, oblique drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1—5—3*

EG 101 ENGINEERING GRAPHICS I

(Prerequisite: DG 100 or one year Sr. High Drafting or its equivalent). This course deals with the study of spatial relations, and analysis of points, lines and surfaces (Descriptive Geometry), as a form of engineering communication. Manipulation of vectors and techniques of graphical solutions are also included. 1—3—2*

EG 102 ENGINEERING GRAPHICS II

(Prerequisite: EG 101). This course is the application of the principles learned in EG 101, for the preparation of engineering working drawings which include in addition to orthographic projection, dimensioning, tolerancing sectional views, and threads and fasteners. Inking, design principles, and charts and graphs are also included. 1—3—2*

EG 110 ENGINEERING PROBLEMS AND ORIENTATION

(Prerequisite: MS 111; co-requisite: TM 104). This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development opportunities, and educational requirements for the principal fields of the engineering profession. 1—0—1*

EL 101 ELECTRICITY AND MAGNETISM

This course stresses a step-by-step development of principles to aid students in gaining a sound understanding of electric circuit behavior. The purpose is to approach the topics for discussion on a qualitative level before leading the student into extensive mathematical relationships. Topics include use of the slide rule in simple problems relating to resistance, work and power, series and parallel circuits, capacitance, inductance, reactance and both DC and AC measurements. These measurements are stressed in laboratory. 5—2—6*

EL 102 CIRCUIT ANALYSIS

(Prerequisite EL 101) This course is a study which enables the student to derive network techniques from an understanding of electrical principles. The purpose is to enable the student to examine and evaluate various methods of network analysis and permit qualitative examination of circuit behavior. Topics include vector algebra, vector diagrams, Kirchoff's law application to DC and AC circuits, and polyphase circuits. Electrical instruments and measurements are stressed in laboratory. 5—2—6*

EL 201 ADVANCED ELECTRICITY

(Prerequisite: EL 102 and MS 104). This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, analytic geometry, differential and integral calculus as applicable to electrical problems. 3—2—4*

*Lecture—Lab—Credit Hours

EL 203 D.C. MACHINES I

(Prerequisite: EL 101). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2—2—3*

EL 204 A.C. MACHINES I

(Prerequisite: EL 102). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. This course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2—2—3*

EL 205 SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: EL 102). A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2—1—3*

EL 211 ELECTRONICS I

(Prerequisite: EL 102). This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4—4—6*

EL 212 ELECTRONICS II

(Prerequisite: EL 211). This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4—4—6*

EL 214 ELECTRONICS SYSTEMS

(Prerequisite: EL 211; co-requisite: EL 212). This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3—0—3*

EL 215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101). This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of their manufacturing methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2—2—3*

EL 216 LINEAR TRANSISTOR CIRCUITS

(Prerequisite: EL 102). A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilizations, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2—2—3*

EL 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 211, 212, and 214. 3—0—3*

EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216). Not open to students who are enrolled or have completed EL 211, 212, and 214. 2—2—3*

*Lecture—Lab—Credit Hours

EL 220 LOGIC CIRCUITS

(Prerequisites: EL 101, MS 104, or MS 121). This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits—bistable (Flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3—2—4*

EL 221—DIAGNOSTIC PROGRAMMING

(Co-requisite: EL 220). A continuation of EL 220 with emphasis on "trouble shooting" malfunctions of an electronic computer. 2—2—3*

EL 222 POWER TRANSMISSION

(Prerequisites: EL 101 and EL 220). This course is designed to test the electro-mechanical operation of digital devices, emphasizing the techniques which test the logical manipulation of data and the internal timing of devices. The primary purpose is to locate the operational faults of the device. 2—2—3*

EL 223 MICROWAVES

(Prerequisite EL 102) The theory and basic components and systems of microwaves and transmission lines including: Wave guides, coaxial lines, tees, couplers, cavities, filters, antennas, Microwave, tubes, microwave measurement, and an introduction to pulse radar (Not open to students who are enrolled or have completed EL 211, 212, and 214.) 3—0—3*

FS 101 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY

Philosophy and history of fire service; organization and function of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3—0—3*

FS 102 FIRE PREVENTION

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3—0—3*

FS 103 FIRE APPARATUS AND EQUIPMENT

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3—0—3*

FS 104 FIRE HYDRAULICS

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3—0—3*

FS 201 RELATED FIRE CODES AND ORDINANCES

(Prerequisite: FS 102). Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention and protection. 3—0—3*

FS 203 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Fundamental building construction and design; fire protection features; special considerations. 3—0—3*

FS 204 FIRE ADMINISTRATION

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations, American Insurance Association grading schedule, and maintenance of buildings and equipment. 3—0—3*

FS 212 FIRE INVESTIGATION AND ARSON DETECTION

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary). This course outlined to cover: detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedures. 3—0—3*

*Lecture—Lab—Credit Hours

L 100 BASIC SLIDE RULE

Teaches the student the basic uses of the slide rule; i.e., how to multiply, divide, find roots and squares, use the Trig functions and special solutions for the electrical, chemical and technical fields. This course is open to all students who wish to learn the slide rule. 1—0—1*

NOTE: Engineering parallel majors must take EG 110-Engineering Problems.

L 121 MANUFACTURING PROCESSES

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2—3—3*

L 122 AIR CONDITIONING SHOP

This course covers laboratory training in the use of basic hand and machine tools used by the trade. Measurements, layout and fabrication of duct components with various connection methods including welding, folding and riveting. Metal and fiber board ducting practices are covered along with sweat and screw pipe methods. 2—2—3*

L 123 BUILDING CONSTRUCTION MATERIALS

Sources, properties and uses of construction materials. 3—0—3*

L 210 INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3—0—3*

L 221 PROPERTIES AND TESTING OF MATERIALS

(Prerequisite: MS 104 or MS 121). Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3—2—4*

L 261 CONSTRUCTION MECHANICS

(Prerequisite: PS 201; co-requisite MS 204). The study of external forces, thrust analysis and geometric properties of members as applied to the design of structures. 3—0—3*

M 103 ELEMENTARY TECHNICAL MATHEMATICS I

This course and TM 104 Elementary Technical Mathematics II form a sequence to be offered to those Technology majors who do not qualify for MS III. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3—0—3*

M 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: TM 103 or MS 101). This is the second course of the sequence offered to those Technology majors who do not qualify for MS III. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j -operator, inverse trigonometric functions, bi-nominal expansion and progressions, and selected topics in analytic geometry. 3—0—3*

*Lecture—Lab—Credit Hours



English

FACULTY: Duncan (Chairman), Betz, Bridwell, Britten, Busselle, Connolly, Connolly, Crane, Crowley, Dickinson, Easterling, Graham, Gunderson, Knittle, Kramer, Leahy, McCreight, Meyer, Musto, Platt, Schneider, Taylor, Tomasello, Turk.

MAJORS: Creative Writing, English, English Teacher, Journalism, Liberal Arts, Public Relations, Speech—Drama, Speech Pathology and Audiology.

COURSE PREFIXES: EH, JM, LC, RT, SP

PROGRAMS:

CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, LIBERAL ARTS (A.A.)

COURSE	TITLE	SEMESTER HOURS CREDIT
AT 110	Art Appreciation	3
or		
MC 110	Music Appreciation	(3)
EH 101-102	Freshman Communications	6
SS 101-102*	Social Inst.; Political Inst.	6
	Science	7-8
MS 106	Math for General Education	3
EH	Literature	12
HH 101**	Perspectives on Healthful Living	2
	Foreign Languages (Spanish or French)	12
PE	Physical Education	4
Electives†		9

64-65

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

†Suggested electives: LC 101, SP 203, EH 210.

JOURNALISM, PUBLIC RELATIONS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social Inst.; Political Inst.		6	
	Science		7-8	
MS 106	Math for General Education		3	
PE	Physical Education		4	
HH 101**	Perspectives on Healthful Living		2	
EH	Literature		6	
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
SP 101	Fundamentals of Speech		3	
SP 102	Public Speaking		3	
JM 101	Basic Writing for Mass Communications		3	
JM 102	Survey of Communications		3	
JM 201	Reporting or Writing Techniques		3	
PY 201	General Psychology		3	
Electives			9	
				64-65

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

JOURNALISM (A.S.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social Inst.; Political Inst.		6	
AT 110 or MC 110	Art or Music Appreciation		3	
PE	Physical Education		2	
BE 105†	Beginning Typewriting		2	
RG 107	Retailing Advertising Promotion		3	
SP 101	Fundamentals of Speech		3	
JM 101	Basic Writing for Mass Communications		3	
RT 101	Introduction to Broadcasting		3	
JM 102	Survey of Communications		3	
				32-34

SOPHOMORE YEAR

AT 108	Basic Photography	3
EH 201-202***	English Literature to 1660	6
	English Literature After 1660	6
JM 201	Reporting and Writing Techniques	3
PS 101-102††	Survey of Physical Science	7
MS 106	Mathematics for General Education	3
HH 101	Perspectives on Healthful Living	2
PE	Physical Education	2
RT 102	Radio-Television Writing	3
JM 203-204	Journalism Practicum	6
		35

*HY 201 or PL 201 May be substituted for SS 102.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

***EH 205, 206, 203, 204 may be substituted.

††BY, CY, or PH may be substituted.

SPEECH—DRAMA (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
SP 101	Fundamentals of Speech		3	
	Science		7-8	
EH 101-102	Freshman Communications		6	
MC 131	Voice Class		1	
PE 208-209	Interpretive Movement		2	
SP 103	Introduction to the Theater		3	
SP 104	Techniques of Dramatic Art		3	
SP 105	Fundamentals of Stagecraft		3	
SP 106	Advanced Stagecraft		3	
				<hr/>
				31-32

SOPHOMORE YEAR

AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation	(3)		
EH	Literature		6	
HH 101**	Perspectives on Healthful Living		2	
MS 106	Math for General Education		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 102	Public Speaking		3	
SP 203	Oral Interpretation		3	
SP 202	Acting		3	
SS 101	Social Institutions		3	
SS 102*	Political Institutions		3	
				<hr/>
				34

SPEECH PATHOLOGY AND AUDIOLOGY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation	(3)		
EH 101-102	Freshman Communications		6	
PE	Physical Education		2	
PY 201	General Psychology		3	
	Science		7-8	
SP 101	Fundamentals of Speech		3	
SS 101-102*	Social Inst.; Political Inst.		6	
Elective			3	
				<hr/>
				33-34

SOPHOMORE YEAR

BY 151-152	Anatomy and Physiology		6	
EH	Literature		3	
HH 101**	Perspectives on Healthful Living		2	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
PY 202	Child Growth and Development		3	
SP 102	Public Speaking		3	
Electives			9	
				<hr/>
				31

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted.

COURSE DESCRIPTIONS

EH 101 FRESHMAN COMMUNICATIONS

Sections 1 - 49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3—0—3*

Sections 50 - 59 (Offered in Basic Studies)

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3—2—3*

Sections 60 - 69 (Offered in Basic Studies)

Writing Emphasis: This course is essentially the same as EH 101, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3—2—3*

Sections 70-79 (Offered in Basic Studies)

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3—2—3*

Sections 80 - 89

Advanced Freshman Communications: The aims of this course are basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3—0—3*

EH 102 FRESHMAN COMMUNICATIONS

Sections 1 - 49

(Prerequisite: EH 101 Freshman Communications or equivalent). This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3—0—3*

Research paper techniques are taught in both EH 101 and EH 102.

Sections 50 - 79 (Offered in Basic Studies)

(Prerequisites: EH 101, sections 50-79). This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3—1—3*

Sections 80-89 (Advanced course for EH 102)

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent). This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3—0—3*

*Lecture—Lab—Credit Hours

EH 110 TECHNICAL WRITING

(Prerequisite: EH 101 or equivalent). Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3—0—3*

EH 201 ENGLISH LITERATURE TO 1660

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3—0—3*

EH 202 ENGLISH LITERATURE AFTER 1660

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from 1660 to the present. 3—0—3*

EH 203 WORLD LITERATURE TO 1600

(Prerequisite: EH 102 Freshman Communications or equivalent). A study of selected works of the ancient, medieval, and renaissance worlds. 3—0—3*

EH 204 WORLD LITERATURE AFTER 1600

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of selected world masterpieces from approximately 1600 to the present day. 3—0—3*

EH 205 AMERICAN LITERATURE TO 1865

(Prerequisite: EH 102 Freshman Communications or equivalent). The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3—0—3*

EH 206 AMERICAN LITERATURE AFTER 1865

(Prerequisite: EH 102 Freshman Communications or equivalent). The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3—0—3*

EH 210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman). This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3—0—3*

EH 211 INTRODUCTION TO RESEARCH MATERIALS

(Prerequisite: Permission of Director of Learning Resources Center) This course comprises the first 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents basic information sources. 1—0—1*

EH 212 INTRODUCTION TO RESEARCH MATERIALS

(Prerequisites: Permission of Director of Learning Resources Center and successful completion of EH 211) This course comprises the second 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents advanced information sources. 1—0—1*

EH 213 INTRODUCTION TO RESEARCH MATERIALS

(Prerequisites: Permission of Director of Learning Resources Center and successful completion of EH 212). This course comprises the third 16 units of a directed individual study and will include taped lectures; self-tests; written guided library studies; and formal examinations. The course material presents a comprehensive overview of information sources. 1—0—1*

NOTE: Students desiring two hours credit may be permitted to pursue EH 211 and EH 212 simultaneously; those wishing three hours credit may be permitted to pursue EH 211, EH 212 and EH 213 simultaneously.

*Lecture—Lab—Credit Hours

JOURNALISM

JM 101 BASIC WRITING FOR MASS COMMUNICATIONS

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3—0—3*

JM 102 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3—0—3*

JM 201 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman). This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3—0—3*

JM 203 JOURNALISM PRACTICUM

A planned program of independent research, observation, study and work experience in the various aspects of newspaper production or in the field of broadcasting. The practicum is open only to second-year journalism majors. 1—4—3*

JM 204 JOURNALISM PRACTICUM

This course is a continuation of JM 203. 1—4—3*

LOGIC

LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3—0—3*

RADIO AND TELEVISION

RT 101 INTRODUCTION TO BROADCASTING

This survey course presents the history and basic principles of broadcasting and the relationship of broadcasting to the other media. A study is made of station organization, policies and governmental controls. 3—0—3*

RT 102—RADIO-TELEVISION WRITING

(Prerequisites: EH 102, RT 101, SP 101). This course is designed to provide the student with an insight into radio and television copy writing and editing techniques, types of commercial copy, news writing and program continuity. A study is made of broadcasting skills. 3—0—3*

SPEECH

SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3—0—3*

SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman). This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3—0—3*

SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3—0—3*

*Lecture—Lab—Credit Hours



SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3—0—3*

SP 105 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3—0—3*

SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3—0—3*

SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman). A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3—0—3*

SP 203 ORAL INTERPRETATION

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3—0—3*

*Lecture—Lab—Credit Hours

Foreign Languages

FACULTY: Butterfield (Chairman), Bloodworth, Jones, Perez

MAJORS: Foreign Languages, Foreign Language Teacher

Foreign Language is a basic requirement for students preparing for careers in: Business Careers abroad, Consular or Diplomatic Service Importing and Exporting Business, Scientific Research, Specialists in Travel—Tour Conductors—Travel Agents.

COURSE PREFIXES: FH, SH

PROGRAMS:

Occupational aims of students in the Foreign Language Department are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements on page 58, and the requirements of the college where they intend to continue their education.

EVALUATING PREVIOUS STUDY:

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish would be considered to have had the equivalent of 1 1/2 years of college Spanish.

However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

COURSE DESCRIPTIONS

FRENCH

FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3—1—3*

FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent). This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3—1—3*

*Lecture—Lab—Credit Hours

FH 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent). This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3—0—3*

FH 202 INTERMEDIATE FRENCH

(Prerequisite: FH 201 Intermediate French or equivalent). This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3—0—3*

FH 213 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent). Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2—0—2*

FH 214 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent). The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2—0—2*

SPANISH

SH 101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3—1—3*

SH 102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent). The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3—1—3*

SH 201 INTERMEDIATE SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent). Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3—0—3*

SH 202 INTERMEDIATE SPANISH

(Prerequisite: SH 201 Intermediate Spanish or equivalent). The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3—0—3*

SH 213 CONVERSATIONAL SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent). Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2—0—2*

SH 214 CONVERSATIONAL SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent). This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2—0—2*

*Lecture—Lab—Credit Hours

**Not offered in Spring Term.



Health, Physical Education and Recreation

ACULTY: Erling (Chairman), Bell, Blanton, Daugherty, Edgerton, Knowles, Maphis, McGirt, Meeker, Quisenberry, Reynolds, Seemayer, Tanner, Wright, Zabriskie

MAJORS: Health Education, Occupational Therapy, Occupational Therapy Assistant, Physical Therapy, Recreation, Recreation Leadership

COURSE PREFIXES: HH, OT, PE, RC

ROGRAMS:

HEALTH EDUCATION (A.A.)

FRESHMAN YEAR			SEMESTER	HOURS	CREDIT
COURSE	TITLE				
PE 110	Art Appreciation		3	
or					
PE 110	Music Appreciation		(3)	
PE 100-105	Principles of Biology; Lab		4	
PE 102-104	General Zoology; Lab		4	
PE 101-102	Freshman Communications		6	
PE 230	Life Science and Health		3	
PE 111	College Algebra		3	
PE	Physical Education		2	
PE 101-102*	Social Inst.; Political Inst.		6	
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				31	

SOPHOMORE YEAR					
COURSE	TITLE				
PE 101	General College Chemistry		4	
PE	Literature		6	
PE 101	Elements of Nutrition		3	
PE 103	First Aid		1	
PE 101	Art of Thinking		3	
PE 121	Trigonometry and Analytic Geometry		3	
PE	Physical Education		2	
PE 201-202	Gen. Psych.; Personality Dev.		6	
PE 101	Fundamentals of Speech		3	
Electives			3	
				<hr/>	
				34	

*PE 201 or HY 201 may be substituted for SS 102.

OCCUPATIONAL THERAPY (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 112	Arts and Crafts I		3	
AT 110 or	Art Appreciation		3	
MC 110	Music Appreciation		(3)	
BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		4	
EH 101-102	Freshman Communications		6	
HH 101	Perspectives on Healthful Living		2	
MS 106	Math. for Gen. Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
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			33	

SOPHOMORE YEAR				
AT 101	Design I		3	
AT 105	Ceramics I		2	
EH	Literature		6	
HH 103	First Aid		1	
PE	Physical Education		2	
PS 101-102	Physical Science		7	
PY 201-202	Psychology; Personality Dev.		6	
SP 101	Fundamentals of Speech		3	
Electives			3	
			<hr/>	
			33	

OCCUPATIONAL THERAPY ASSISTANT (A.S.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Term Fall	Term Winter	Term Spring
AT 112	Arts and Crafts I	3		
BY 151-152	Anatomy and Physiology	3	3	
EH 101-102	Freshman Communications	3	3	
OT 101-102	Introduction to Occupational Therapy— Psychiatric Occupational Therapy	3	3	
OT 130	Occupational Therapy Practicum		3	
PE 103 or 104	Badminton—Men or Women			
&	Volleyball and Basketball—Women			
PE 102 or 105	Volleyball—Men	1	1	
PY 201-202	General Psychology—Personality Development	3	3	
		<hr/>	<hr/>	<hr/>
		16	16	

SOPHOMORE YEAR				
AT 105	Ceramics I	2		
AT 114	Arts and Crafts II		3	
HH 101	Perspectives on Healthful Living	2		
HH 103	First Aid		1	
MH 101	Principles of Group Dynamics	3		
NG 202	Human Growth and Development	3		
OT 201-202	Occupational Therapy for Physical Disabilities—Occupational Therapy Activities Lab	3	3	
OT 250-251	Supervised Clinical Practice		3	3
RC 230	Recreation for the Aged and Handicapped		2	
SS 101	Social Institutions	3		
SS 102*	Political Institutions		3	
		<hr/>	<hr/>	<hr/>
		16	15	3

*PL 201 or HY 201 may be substituted.

PHYSICAL EDUCATION (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
BY 100	Principles of Biology		3	
BY 102-104	General Zoology; Lab		4	
EH 101-102	Freshman Communications		6	
HH 103	First Aid		1	
HH 230	Life Science and Health		3	
PE	Physical Education		2	
PE 230	Introduction to Physical Education		3	
SS 101-102*	Social Inst.; Political Inst.		6	
			<hr/>	
			31	

SOPHOMORE YEAR

AT 112	Arts and Crafts I		3	
EH	Literature		6	
HH 104	First Aid Instructor		1	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
PE 201-203	General Psychology; Child Growth & Dev.		6	
SP 101	Fundamentals of Speech		3	
Electives			9	
			<hr/>	
			33	

PHYSICAL THERAPY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
CY 101-102	General College Chemistry		8	
EH 101-102	Freshman Communications		6	
HH 101	Perspectives on Healthful Living		2	
IC 101	Art of Thinking		3	
MS 111	College Algebra		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
			<hr/>	
			33	

SOPHOMORE YEAR

BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		4	
EH	Literature		6	
PE	Physical Education		2	
PH 201-202	General Physics		8	
PS 201-202	General Psychology; Personality Dev.		6	
HH 103	First Aid		1	
			<hr/>	
			31	

*PL 201 or HY 201 may be substituted.

RECREATION (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		4	
EH 101-102	Freshman Communications		6	
HH 101	Perspectives on Healthful Living		2	
HH 103	First Aid		1	
PE 101-203	Team Activities-Men; Recreational Games		2	
or				
PE 102-203	Volleyball & Basketball-Women; Rec. Games	(2)		
RC 101	Introduction to Recreation		3	
SS 101-102*	Social Inst.; Political Inst.		6	
Electives†			2	
			<hr/>	33

SOPHOMORE YEAR

AT 105	Ceramics I		2	
AT 112	Arts and Crafts I		3	
EH	Literature		6	
MC 103	Fundamentals of Music		3	
MS 106	Math. for General Education		3	
PE 211-213	Folk and Sq. Dance; Tennis		2	
SP 101	Fundamentals of Speech		3	
Electives†			9	
			<hr/>	31

*PL 201 or HY 201 may be substituted for SS 102.

†Suggested Electives: AT 106 Ceramics II 2
AT 108 Basic Photography 2
SP 105 Fundamentals of Stagecraft 3

RECREATION LEADERSHIP (A.S.)

The purpose of this program is to prepare trained personnel to conduct recreational programs under the leadership of professional recreators. This program meets the needs of those presently employed as recreational leaders who desire to improve their competency. The one-year certificated program is for Recreational Assistants. Upon completion of the two-year program, a student may graduate with an Associate in Science Degree in Recreational Leadership.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	Fall	Winter
			Term	Term
AT 112	Arts and Crafts I			3
EH 101-102	Freshman Communications		3	3
HH 101	Perspectives of Healthful Living			2
HH 103	First Aid			1
MC 103	Fundamentals of Music		3	
PE 203	Recreational Games		1	
PE 211	Folk Dance			1
RC 101	Introduction to Recreation		3	
RC 102	Playgrounds: Activities and Equipment		3	
RC 110	Officiating: Football, Volleyball and Selected Individual Sports		1	
RC 211	Social Recreation			3
RC 113	Organizing and Planning Recreation Activities			3
RC 210	Officiating: Basketball, Softball and Selected Individual Sports			1
SP 105	Fundamentals of Stagecraft		3	
			<hr/>	<hr/>
			17	17

NOTE: Completion of the Freshman Year Program earns the student a certificate as a Recreation Assistant.

RECREATION LEADERSHIP (A.S.) Cont'd**SOPHOMORE YEAR**

AT 105	Ceramics I	2	
AT 114	Arts and Crafts II	3	
BE 101†	Office Practice		3
LT 104	Non Book Materials		3
PE 110 or 111	Gymnastics for Women or Stunts and Tumbling for Men	1	
PE 103 or 104	Badminton for Men or Women	1	
PE 201	Archery		1
PE 213	Tennis		1
PL 201-202	American National Government: American State and Local Government	3	3
RC 212-213	Recreational Field Study	3	3
RC 215	Introduction to Outdoor Recreation	3	
SP 101	Fundamentals of Speech		3
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		16	17

†Prerequisite: BE 105 or qualifying typing score

COURSE DESCRIPTIONS**HH 101 PERSPECTIVES ON HEALTHFUL LIVING**

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency, and preparation for effective family living. 2—0—2*

HH 103 FIRST AID

This course offers a review of the theories, practices, and skills that meet certification requirement for both the standard and advanced American Red Cross First Aid. Satisfactory completion qualifies the student for the Instructors' course. 0—2—1*

HH 104 FIRST AID INSTRUCTORS' COURSE

(Prerequisite: HH 103 or permission of the Department Chairman). This course provides an introduction to the fundamental principles of first aid. It includes history, aims, objectives, methods, and skills. Successful completion certifies the student to become an American National Red Cross First Aid Instructor. 0—2—1*

HH 230 LIFE SCIENCE AND HEALTH

This course is designed to provide basic health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total health status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3—0—3*

OT 101 INTRODUCTION TO OCCUPATIONAL THERAPY

An introduction to the history, philosophy, development and present status in rehabilitation of occupational therapy with emphasis on the role of the Occupational Therapy Assistant. The use of occupational therapy in the treatment of geriatric patients with emphasis on man's need for work and leisure, the effects of illness and disability on human behavior in general and the psychological aspects of physical disability will also be discussed. Special attention will be given to current attitudes toward the dying patient, Medicare and Medicaid programs, agencies for health care, the law as it relates to patients, institutions and employees. Basic medical terminology will be introduced. 3—0—3*

*Lecture—Lab—Credit Hours

OT 102 PSYCHIATRIC OCCUPATIONAL THERAPY

(Prerequisite OT 101). This course provides the student with an understanding of occupational therapy as a diagnostic, evaluative and treatment process for mental illness. Material covered will include: past and current trends, theory of object relationships, the dyadic relationship, group phenomena in occupational therapy, the meaning of activities, current practice and methods of referral. Psychiatric terminology will be covered and practice will be given in both oral and written reporting. Community resources for psychosocial readjustment of all types of disabled will be studied. There will be field trips to treatment centers and sheltered workshops. 3—0—3*

OT 130 OCCUPATIONAL THERAPY PRACTICUM

Provides the student with an opportunity to observe patients' needs in a variety of settings (clinic, home, workshop) and the role of various professionals who work with them: e.g., occupational therapists, physical therapists, work evaluator, etc. Opportunity will be given for improvement of note writing skills through progressive observational notes. 1—6—3*



OT 201 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED

(Prerequisite OT 102). Application of principles of occupational therapy to general medical, pediatric and physically disabled patients. Survey of disease processes and appropriate therapy in general medical, neurological and orthopedic conditions commonly seen in occupational therapy clinics. What to observe and how to report effectively. Introduction to muscle testing and joint range of motion measurements. Field trips to rehabilitation centers for disabled children and adults. 3—0—3*

OT 202 OCCUPATIONAL THERAPY THEORY AND ACTIVITIES LAB

(Prerequisite OT 201). Instruction in activities of daily living for the disabled. Introduction to splinting and bracing with emphasis on their purpose, proper application and daily care. Development and use of forms and records. Organization and management of activity units in nursing homes and working with volunteers. Survey of therapeutic activities such as woodworking, leather work, needlecraft, weaving and metal work with emphasis on instructional techniques, use and acquisition of equipment and materials, care of supplies and equipment and application in treatment. Development of skill to a point which permits follow through on the activity. 1—4—3*

*Lecture—Lab—Credit Hours

OT 250 SUPERVISED CLINICAL PRACTICE

Clinical experience in local Occupational Therapy departments for either physical or mental disabilities, supervised by a registered occupational therapist. 0—9—3*

OT 251 SUPERVISED CLINICAL PRACTICE

Continuation of OT 250. 0—9—3*

PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0—2—1*

PE 102 VOLLEYBALL AND BASKETBALL FOR WOMEN

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0—2—1*

PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0—2—1*

PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy, and application of rules for badminton. 0—2—1*

PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0—2—1*

PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various types of gymnastics apparatus. 0—2—1* (Offered Winter term).

PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods, match and tournament organization. 0—2—1*

PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0—2—1*

PE 110 GYMNASTICS FOR WOMEN

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars, and trampoline. 0—2—1*

PE 111 STUNTS AND TUMBLING FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0—2—1* (Offered Winter term).

PE 112 SOCCER AND SOFTBALL FOR WOMEN

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0—2—1*

*Lecture—Lab—Credit Hours

PE 113 BASKETBALL FOR MEN

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0—2—1*

PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0—2—1*

PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0—2—1*

PE 204 BOWLING (CO-ED)

This course is designed to develop performance and skills in bowling. 0—2—1* \$18.75.

PE 205 BEGINNING SWIMMING (CO-ED)

This course is designed to equip the individual with a basic water safety skills and knowledge in order to make him reasonably safe in or about the water. 0—2—1* \$15.00

PE 206 INTERMEDIATE SWIMMING AND DIVING (CO-ED)

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0—2—1* \$15.00

PE 207 SENIOR LIFESAVING (CO-ED)

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0—2—1* (Offered Winter and Spring terms). \$15.00

PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0—2—1*

PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0—2—1*

PE 210 WATER SKIING (CO-ED)

This course is designed to develop elementary performance and skills in water skiing. 0—2—1* \$25.00

PE 211 FOLK AND SQUARE DANCE (CO-ED)

This course includes the study, practice, and application of basic skills in the square dance and other folk dances of America and other countries. 0—2—1*

PE 212 GOLF (CO-ED)

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. 0—2—1*

PE 213 TENNIS (CO-ED)

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0—2—1*

*Lecture—Lab—Credit Hours

PE 230 INTRODUCTION TO PHYSICAL EDUCATION

(Prerequisite: Open only to declared PE majors and minors). This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3—0—3*

PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN

Included in this course are the exploration, study and application of such creative activities as storytelling, pantomime, interpretive dance, verse choir, creative dramatics and rhythmic games for use with pre-school and primary children. Designed and offered as an in-service course for recency of credit or extension of certificate. 3—0—3*

PE 232 SURVEY OF DANCE

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk and square dance. 3—0—3*

RC 101 INTRODUCTION TO RECREATION

This course is an introduction to the broad field of recreation. It includes history, current recreational trends, and employment opportunities. 3—0—3*

RC 102 PLAYGROUNDS: ACTIVITIES AND EQUIPMENT

Included in this course are the knowledge and practice necessary for conducting playground activities, including games of low organization, and those of recreational natures. Care and repair of equipment and maintenance of facilities are also included. 2—2—3*

RC 110 SPORTS OFFICIATING: FOOTBALL, VOLLEYBALL AND SELECTED INDIVIDUAL SPORTS

This course gives the student an opportunity to develop skill in officiating football, volleyball and selected individual sports activities. 0—2—1*

RC 111 SOCIAL RECREATION

Methods, materials, and techniques of planning and conducting social recreation programs. 3—0—3*

RC 212, 213 RECREATIONAL FIELD STUDY

(Prerequisite: RC 101; Pre or Co-requisite: 113). Students are provided an opportunity to gain experience by working in a variety of organized recreation programs. Supervision of the student is provided through seminars, conferences, and field visitations. 0—6—3*

RC 113 ORGANIZING AND PLANNING RECREATIONAL ACTIVITIES

This course includes organizing, planning, and conducting indoor and outdoor programs in recreation. Areas presented will include techniques of leadership, organizing and conducting tournaments, group organization, criteria for selecting playground leaders, and policies and procedures for organizations of recreation programs. 3—0—3*

RC 201 MAINTENANCE OF PLAYGROUND AND EQUIPMENT

This course includes actual practice in care and repair of equipment and maintenance of facilities. 0—2—1*

RC 210 SPORT OFFICIATING: BASKETBALL, SOFTBALL AND SELECTED INDIVIDUAL SPORTS

This course gives the student an opportunity to develop skill in officiating basketball, softball and selected individual sports activities. 0—2—1*

RC 215 INTRODUCTION TO OUTDOOR RECREATION

Included in this course are campcraft skills, nature and woods lore, firearm safety, conservation practices, and safety in the out of doors. 3—0—3*

RC 230 RECREATION FOR THE AGED AND HANDICAPPED

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1—2—2*

*Lecture—Lab—Credit Hours



Law Enforcement and Corrections

FACULTY: Tuttle (Chairman), Macy, Mounts (part-time), Wilson (part-time)

MAJORS: Law Enforcement, Corrections

COURSE PREFIXES: CO, PO

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for police which are greater in both magnitude and complexity than those which they have faced before.

The degree programs in law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A large number of related law enforcement and criminal justice career fields are open to the graduate of the types of police and corrections programs listed below:

LAW ENFORCEMENT (A.S.)†

These courses of study are open to both men and women students and provide the necessary preparation for beginning employment in various criminal justice fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The programs, as outlined below, lead to graduation with a Associate in Science degree in Law Enforcement.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
PO 100	Introduction to Law Enforcement and Criminal Justice		3	
PO 101-102	Police Administration I, II (Pol. Ops.)		6	
PO 205	Laws of Evidence		3	
or				
PO 207	Juvenile Delinquency		(3)	
	Science		3-4	
SP 101	Fundamentals of Speech		3	
SS 101	Social Institutions		3	
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			32-33	

SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
HH 101**	Perspectives on Healthful Living		2	
HH 103	First Aid		1	
PE	Physical Education		2	
PL 201	American National Government		3	
PL 202*	American State and Local Government		3	
PO 202	Criminal Investigation		3	
PO 203	Law of Arrest, Search and Seizure		3	
PO 204	Criminal Law		3	
PY 201	General Psychology		3	
SS 210	American Social Problems		3	
Electives***			6	
			<hr/>	
			32	

**HH 230 may be substituted.

*SS 102 may be substituted.

***Recommended Electives: SH 101, 102, HY 201-202, LC 101, AT 110, MC 110, PY 202, PY 203, SS 201, EH 110.

†SPECIAL NOTE: Candidates in a University Parallel program will complete at least 36 hours of General Education subjects to permit transfer to Bachelor degree programs at Florida Universities.

LAW ENFORCEMENT CERTIFICATE PROGRAM

The Law Enforcement Certificate Program is established for the professional development of those persons associated with police related duties. This program will assist active police/security officers to achieve practical knowledge of the administration and operations of a modern police agency and to comply with promotional criteria as established by the police agency.

		credits
PL 201	American National Government	3
PO 100	Introduction to Law Enforcement and Criminal Justice	3
PO 101-102	Police Administration I & II	6
PO 202	Criminal Investigation	3
PO 203	Laws of Arrest, Search and Seizure	3
PO 204	Criminal Law	3
PY 201	General Psychology	3
SS 101	Social Institutions	3
SS 210	American Social Problems	3
		<hr/> 30

(PO 207 Juvenile Delinquency or PO 205 Laws of Evidence may be substituted for any of the above courses.)

CORRECTIONS (A.S.)†

This program provides a solid approach to the field of Criminology with considerable specialized study in the field of Corrections, including emphasis on relations with police and law enforcement agencies in the total administration of criminal justice.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CO 100	Introduction to Corrections		3	
CO 101	Administration of Criminal Justice		3	
EH 101-102	Freshman Communications		6	
PE	Physical Education		2	
PL 201	American National Government		3	
PO 100	Introduction to Law Enforcement and Criminal Justice		3	
PS 101	Survey Physical Science		3	
SS 101	Social Institutions		3	
SS 210	American Social Problems		3	
MH 100	Introduction to Mental Health Technology		3	
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SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CO 200	Principles of Correctional Administration		3	
CO 201	Management and Supervision in the Criminal Justice Field		3	
CO 202	Correction Facility Organization & Operations		3	
HH 101**	Perspectives on Healthful Living		2	
HH 104	First Aid		1	
MH 101	Principles of Group Dynamics		3	
MH 103	Interviewing and Recording		3	
PE	Physical Education		2	
PO 204	Criminal Law		3	
PY 201	General Psychology		3	
PY 202	Personality Development		3	
SP 101	Fundamentals of Speech		3	
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**HH 230 may be substituted.

†SPECIAL NOTE: Candidates in a University Parallel program will complete at least 36 hours of General Education subjects to permit transfer to Bachelor degree programs at Florida Universities.

CORRECTIONS CERTIFICATE PROGRAM

The Corrections Certificate Program is established for the professional development of those persons associated with confinement and rehabilitation of prisoners. This program will assist Correctional Officers to achieve practical and technical knowledge of the administration and operations of a modern confinement facility.

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CO 100	Introduction to Corrections		3	
CO 101	Administration of Criminal Justice		3	
CO 200	Principles of Correctional Administration		3	
CO 202	Correction Facility Organization and Operations		3	
EH 101	Freshman Communications		3	
PO 100	Introduction to Law Enforcement and Criminal Justice		3	
PO 204	Criminal Law		3	
SS 101	Social Institutions		3	
SS 210	American Social Problems		3	
MH 103	Interviewing and Recording		3	
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(CO 201 Management and Supervision in the Criminal Justice Field may be substituted for any of the above courses.)

COURSE DESCRIPTIONS

CO 100 INTRODUCTION TO CORRECTIONS

An examination of the total correctional process from law enforcement through the administration of justice, probations, prisons, and correctional institutions, and parole. History and philosophy of correctional practice is surveyed. 3—0—3*

CO 101 ADMINISTRATION OF CRIMINAL JUSTICE

An overview of the total system of the administration of justice provided with emphasis on due process, justice, and on the Constitutional guarantees, and the civil rights of citizens and prisoners at various levels. 3—0—3*

CO 200 PRINCIPLES OF CORRECTIONAL ADMINISTRATION

Emphasis is placed on principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations and other correctional administrative functions. 3—0—3*

CO 201 MANAGEMENT AND SUPERVISION IN THE CRIMINAL JUSTICE FIELD

Principles of management and methods of supervision and evaluation are surveyed. Topics such as leadership, motivation, communications, incentives, discipline and morale are studied. 3—0—3*

CO 202 CORRECTION FACILITY ORGANIZATION AND OPERATION

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3—0—3*

PO 100 INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3—0—3*

*Lecture—Lab—Credit Hours

PO 101 POLICE ADMINISTRATION I

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3—0—3*

PO 102 POLICE ADMINISTRATION II (PRIOR TO 1971 WAS POLICE ADMINISTRATION II, POLICE OPERATIONS, OR PATROL OPERATIONS)

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3—0—3*

PO 202 CRIMINAL INVESTIGATION

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3—0—3*

PO 203 LAW OF ARREST, SEARCH, AND SEIZURE

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3—0—3*

PO 204 CRIMINAL LAW

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3—0—3*

PO 205 LAWS OF EVIDENCE

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3—0—3*

PO 206 INTRODUCTION TO CRIMINALISTICS

A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 2—4—4*

PO 207 JUVENILE DELINQUENCY

An introduction to the causes and treatment of Juvenile Delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3—0—3*

*Lecture—Lab—Credit Hours



Library

FACULTY: Douglass (Chairman), Brown, Dooley, Foster, Gaddis, Howard, Roberts, Thomas, Wade

MAJORS: Librarian (University Parallel), Library Technology (Tech)

COURSE PREFIXES: LT

PROGRAMS:

LIBRARY TECHNOLOGY (A.S.) (OFFERED ON DEMAND ONLY)

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
BE 105†	Typewriting		2	
EH 101-102	Freshman Communications		6	
LT 101-102	Library Workroom Procedures; General Library Procedures		6	
LT 103	Children's Literature		3	
MC 110	Music Appreciation		3	
PE	Physical Education		2	
PS 101	Survey of Physical Science		3	
SS 101-102	Social Inst.; Political Inst.		6	

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†Students must pass the qualifying typewriting test or pursue BE 105.

LIBRARY TECHNOLOGY (A.S.) Cont'd

SOPHOMORE YEAR

BE 101	Office Practice	3
EH 201-202	Eng. Lit. to 1800; after 1800	6
EH 205	American Lit. to 1865	3
HY 101-102	Anc. & Med. Civilization; Modern Civilization	6
LT 104-105	Non-book Materials; Library Practicum	6
PE	Physical Education	2
PY 201	General Psychology	3
Electives†		3
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†Suggested Electives

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions:
BY 100-105 for HY 101-102.
HH 101 for AT 110 and take NG 255

LIBRARIAN (A.A.)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts program arranged in consultation with members of the staff.

COURSE DESCRIPTIONS:

LT 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3—0—3*

LT 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3—0—3*

LT 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3—0—3*

LT 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3—0—3*

LT 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3—0—3*

*Lecture—Lab—Credit Hours

Mathematics

FACULTY: Wing (Chairman), Alber, Barton, Bullock, Evans, Fitch, Foley, Hendrix, Hitchcock, Saile, Schild, Shaw, Sweet, Travis, Van Wyhe, Whatley, Yount

MAJORS: Mathematician, Mathematics Teacher

COURSE PREFIXES: MS

PROGRAMS:

MATHEMATICIAN (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 204-205	Calculus I, II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus I		4	
SS 101-102*	Social Inst.; Political Inst.		6	
PE	Physical Education		2	
FH 101-102	Elementary French		6	
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SOPHOMORE YEAR

EH	Literature		3	
MS 206	Analytic Geometry and Calculus III		4	
MS 207	Differential Equations		3	
MS 209	Elementary Linear Algebra		3	
MS 210	Mathematical Programming		2	
PH 206	Physics with Calculus II		4	
HH 101**	Perspectives on Healthful Living		2	
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
PE	Physical Education		2	
FH 201-202	Intermediate French		6	
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MATHEMATICS TEACHER (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 204-205	Calculus I, II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus		4	
SS 101-102*	Social Inst.; Political Inst.		6	
HH 101**	Perspectives on Healthful Living		2	
EN 101	Introduction to Education		3	
PE	Physical Education		2	
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*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

SOPHOMORE YEAR

EH	Literature	3
MS 206	Calculus III	4
MS 207	Differential Equations	3
MS 209	Elementary Linear Algebra	3
MS 210	Mathematical Programming	2
PH 206	Physics with Calculus II	4
PY 201	General Psychology	3
AT 110	Art Appreciation	3
or		
MC 110	Music Appreciation	(3)
PE	Physical Education	2
Electives		6
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MATH LEARNING CENTER

The Math Learning Center is open to all students. Mathematical materials for self-study such as; programmed materials, tapes, slides, transparencies, 8mm films and other media devices are available. A number of electronic calculators and a small computer are also available for student use.



COURSE DESCRIPTIONS:

MS 100 DEVELOPMENTAL MATH (INSTITUTIONAL CREDIT ONLY)

This course, offered in the Math Learning Center, is designed for the student whose background in mathematics is very weak. The course has been developed to take into account the student's previous mathematical experiences and his future goals. Audio-tutorial and self-instructional methods are employed, allowing the student to progress at his own rate. Upon satisfactory completion of MS 100 the student should be prepared to enter a regular college-level mathematics course. 3—2—2*

MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Prerequisite: adequate score on placement test). This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing functions, exponents and algebraic techniques, and statistics. 3—0—3*

*Lecture—Lab—Credit Hours

MS 110 INTERMEDIATE ALGEBRA

(Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test). This course is designed to prepare the student for MS 111, College Algebra. Topics included are properties of real numbers, simple equations and inequalities, exponents and radicals, introduction to quadratic equations, functions, graphs, variations, and systems of linear equations. 3—0—3*

MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 110 or adequate score on placement test). Included in this course are the properties of the real number system, polynomials, exponents, equations and inequalities, relations and functions, matrices and determinants, sequences and series and probability. 3—0—3*

MS 121 TRIGONOMETRY AND ANALYTIC GEOMETRY

(Prerequisite: MS 111 or adequate score on placement test). This is a study of the arigonometric functions of angles and real numbers, multiple and half-angle formulas, trigonometric equations and identities, logarithmic solutions to right and oblique triangles, inverse trigonometric functions, complex numbers and plane analytic geometry. 3—0—3*

MS 204 CALCULUS I

(Prerequisite: MS 121 or adequate score on placement test). This is the first course of a three-term sequence. Topics included are limits, continuity, differentiation and integration of algebraic functions and applications. 4—0—4*

MS 205 CALCULUS II

(Perequisite: MS 204). This is the second course of the three-term sequence. Topics included are differentiation and integration of logarithmic, exponential and trigonometric functions, techniques of integration, polar coordinates, vectors and hyperbolic functions. 4—0—4*

MS 206 CALCULUS III

(Prerequisite: MS 205). This is the third course of the three-term sequence. Topics included are indeterminate forms, vectors and solid analytic geometry, partial differentiation, multiple integrals and infinite series. 4—0—4*

MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206). Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3—0—3*

MS 208 STATISTICS

(Prerequisite: MS 106 or higher). This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3—0—3*

MS 209 ELEMENTARY LINEAR ALGEBRA

(Prerequisite: MS 205). A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3—0—3*

MS 210 MATHEMATICAL PROGRAMMING

(Pre-or co-requisite: MS 111). This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Basic Fortran and in Fortran IV. Emphasis is on the algorithmic approach. 2—0—2*

*Lecture—Lab—Credit Hours



Music

FACULTY: Royce (Chairman), Adams, Albee, Butterworth, Estrada, Gross, Johnson, Pryweller

MAJORS: Music (A.A.), Music (A.S.), Popular Music and Jazz (A.S.), Popular Music and Jazz (Certificate Program).

COURSE PREFIXES: MC

PROGRAMS:

MUSIC (A.S.)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The non-music electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Technical Writing		6	0
MC 070	Seminar in Music		3	0
MC 103	Music Fundamentals		3	3
MC 110	Music Appreciation		3	3
MC	Applied Music		6	6
PE	Physical Education		2	2
SS 101-102*	Social Inst.; Political Inst.		6	6
SP 101 or SP 103	Fundamentals of Speech or Intro. to Theatre		3	3
Electives			3	3
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*PL 201 or HY 201 may be substituted for SS 102.

MUSIC (A.S.) Cont'd**SOPHOMORE YEAR**

HH 101**	Perspectives on Healthful Living	2
MC 070	Seminar in Music	0
MC 101-102	Music Theory	6
MC 191-192	Sight Singing	2
MC	Applied Music	6
MC 213	Conducting	2
PE	Physical Education	2
PY 201	General Psychology	3
AT 101	Art Appreciation or a Literature course	3
Electives		6
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**HH 230 may be substituted.

MUSIC, MUSIC EDUCATION (A.A.)

This curriculum is designed for students who plan to work for the Baccalaureate Degree in Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy or Sacred Music.

Composition and Music Education Majors should add MC 226, MC 227, MC 228, and MC 229. Music majors participate in at least one college music organization each semester.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
MC 070	Seminar in Music	0
BY 100-105	Principles of Biology; Lab	4
EH 101-102	Freshman Communications	6
MC 101-102	Music Theory	6
MC	Applied Music	4
MC 110	Music Appreciation	3
MC 191-192	Sight Singing	2
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
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SOPHOMORE YEAR

EH	Literature	3
HH 101**	Perspectives on Healthful Living	2
MC 070	Seminar in Music	0
MC 201-202	Music Theory	6
MC 203-204	Keyboard Harmony	2
MC	Applied Music	4
MC 291-292	Sight Singing	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PS 101	Physical Science	3
	General Education Electives	6
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*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

POPULAR MUSIC AND JAZZ (A.S.)

This two-year technical program is designed for individuals involved in performance and/or creation of popular music and jazz.

FRESHMAN YEAR

COURSE		SEMESTER	HOURS	CRED
EH 101-102	Freshman Communications		3	3
MC 070	Seminar in Music		0	
MC 110	Music Appreciation		3	
MC 141	Voice Class I		1	
MC 151-152	Piano Class I; II		2	
MC 171-172	Jazz Harmony I; II		6	
MC 173	Arranging I		2	
MC 175-176	Performance Laboratory		2	
MC 191-192	Sight Singing		2	
MC	Applied Major		2	
PE	Physical Education		4	
	Electives		4	
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SOPHOMORE YEAR

HH 101**	Perspectives on Healthful Living		2	
MC 010	Seminar in Music		0	
MC 161	Guitar Class I		1	
MC 174	Arranging II		2	
MC 210	History of Jazz		3	
MC 251	Piano Class III		1	
MC 271	Jazz Harmony III		3	
MC 275-276	Instrumental Improvisation I; II	(2)	2	
or	Pop Vocal Style I; II		2	
MC 277-278	Applied Major		2	
MC	Ensemble Electives		2	
MC	Physical Education		2	
PE	Social Inst.; Political Inst.		6	
SS 101-102*	Electives		6	
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*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

POPULAR MUSIC AND JAZZ (One Year Certificate Program)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
MC 070	Seminar in Music		0	
MC 110	Music Appreciation		3	
MC 141	Voice Class I		1	
MC 151-152	Piano Class I; II		2	
MC 171-172	Jazz Harmony I; II		6	
MC 173	Arranging I		2	
MC 175-176	Performance Laboratory		2	
MC 191-192	Sight Singing		2	
MC 210	History of Jazz		3	
MC	Applied Major		2	
	†Electives		9	
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†Six hours of electives must be selected from the list of General Education courses.

COURSE DESCRIPTIONS:

MC 101 MUSIC THEORY

(Co-requisite: MC 191). This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3—0—3*

MC 102 MUSIC THEORY

(Prerequisite: MC 101 or equivalent. Co-requisite: MC 192, Sight Singing). This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3—0—3*

MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in basic music skills for classroom teachers and those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3—0—3*

MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.† 0—3—1*

MC 106 CONCERT BAND

This is a continuation of MC 105.† 0—3—1*

MC 107 CONCERT CHOIR

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit.† 0—3—1*

MC 108 CONCERT CHOIR

This is a continuation of MC 107.† 0—3—1*

MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 3—0—3*

MC 115 HISTORY AND APPRECIATION OF MUSIC (Foreign Study)

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MC 110. A special fee is charged. 3—0—3*

MC 120 APPLIED MUSIC

(One half-hour lesson a week). Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola, Cello, String Bass, Guitar, Flute, Clarinet, Saxophone, Oboe, Bassoon, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1—0—1* to ensemble performance, style, and interpretation.†† 0—2—1*

*Lecture—Lab—Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.
Credit received for participation may be in addition to normal academic load.

MC 121 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 120. 1—0—1*

MC 122 APPLIED MUSIC

This is a continuation of MC 121. 1—0—1*

MC 123 APPLIED MUSIC

(Two half-hour lessons a week). See description MC 121. 2—0—2*

MC 124 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 123. 2—0—2*

MC 130 APPLIED MUSIC—VOICE

(One half-hour lesson a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 1—0—1*

MC 131 APPLIED MUSIC—VOICE

(One half-hour lesson a week). This is a continuation of MC 130. 1—0—1*

MC 132 APPLIED MUSIC—VOICE

(One half-hour lesson a week). This is a continuation of MC 131. 1—0—1*

MC 133 APPLIED MUSIC—VOICE

(Two half-hour lessons a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 2—0—2*

MC 134 APPLIED MUSIC—VOICE

(Two half-hour lessons a week). This is a continuation of MC 133. 2—0—2*

MC 141 VOICE CLASS I

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0—2—1*

MC 142 VOICE CLASS II

(Prerequisite: MC 141 or equivalent). This is a continuation of MC 141. 0—2—1*

MC 151 PIANO CLASS I

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0—2—1*

MC 152 PIANO CLASS II

(Prerequisite: MC 151 or equivalent). This course is a continuation of MC 151. 0—2—1*

MC 161 GUITAR CLASS I

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. 0—2—1*

MC 162 GUITAR CLASS II

(Prerequisite: MC 161 or equivalent). This course is a continuation of MC 161. 0—2—1*

MC 165 JAZZ ENSEMBLE

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. It consists of a large ensemble and small rock, jazz, and pop groups. Members are selected by auditions.† 0—2—1*

MC 166 JAZZ ENSEMBLE

This is a continuation of MC 166.† 0—2—1*

*Lecture—Lab—Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.



MC 167 PACESETTERS

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition.† 0—2—1*

MC 168 PACESETTERS

This is a continuation of MC 167.† 0—2—1*

MC 171 JAZZ HARMONY I

(Co-requisite MC 191) This course includes the study of melodic, harmonic and rhythmic elements of jazz and popular music through part writing, aural dictation and music analysis. The harmonic material includes the study of standard cadential formulae, blues harmony (triadic progressions), and the synthesis of progressions found in current popular music.†† 3—0—3*

MC 172 JAZZ HARMONY II

(Prerequisite: MC 171 or equivalent. Co-requisite: MC 192 Sight Singing) This course is a continuation of MC 171, Jazz Harmony I, and includes the study of additional diatonic triads, non-harmonic tones, chromatic chord progressions, and modulations.†† 3—0—3*

MC 173 ARRANGING I

(Prerequisite: MC 103 or MC 171. It may be taken concurrently with MC 171) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class.†† 2—0—2*

MC 174 ARRANGING II

(Prerequisite: MC 173 or equivalent) This course is a continuation of MC 173.†† 2—0—2*

*Lecture—Lab—Credit Hours

MC 175 PERFORMANCE LABORATORY

(Limited to students enrolled in the Popular Music and Jazz Program) This course offers practical training in score reading and in rehearsing and directing various types of jazz and popular music ensembles. Both student and published arrangements will be played in class with attention directed to ensemble performance, style, and interpretation.†† 0—2—1*

MC 176 PERFORMANCE LABORATORY

This is a continuation of MC 175.†† 0—2—1*

MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0—2—1*

MC 192 SIGHT SINGING

(Prerequisite: MC 191 or equivalent). This course is a continuation of MC 191. 0—2—1*

MC 201 MUSIC THEORY

(Prerequisite: MC 102 or equivalent. Co-requisite: MC 291). This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3—0—3*

MC 202 MUSIC THEORY

(Prerequisite: MC 201 or equivalent. Co-requisite: MC 292). This course is a continuation of MC 201, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music

MC 203 KEYBOARD HARMONY

(Prerequisites: MC 102 and MC 122 or the equivalents). This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0—2—1*

MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203 or equivalent). This course is a continuation of MC 203. 0—2—1*

MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106.† 0—3—1*

MC 206 CONCERT BAND

A continuation of MC 205.† 0—3—1*

MC 207 CONCERT CHOIR

This is a continuation of MC 108.† 0—3—1*

MC 208 CONCERT CHOIR

This is a continuation of MC 207.† 0—3—1*

MC 210 JAZZ HISTORY

(Prerequisite: MC 110) This course is a study of the beginnings of jazz, its stylistic development, and its outstanding exponents.†† 3—0—3*

MC 213 CONDUCTING

This is a course in the basic techniques of choral and instrumental conducting. It is an introduction to conducting techniques, score reading and interpretation. 2—0—2*

*Lecture—Lab—Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

††This course is designed for students in the two-year technical programs in music.

- MC 220 APPLIED MUSIC**
(One half-hour lesson a week). This is a continuation of MC 122. 1—0—1*
- MC 221 APPLIED MUSIC**
(One half-hour lesson a week). This is a continuation of MC 220. 1—0—1*
- MC 222 APPLIED MUSIC**
(One half-hour lesson a week). This is a continuation of MC 221. 1—0—1*
- MC 223 APPLIED MUSIC**
(Two half-hour lessons a week). This is a continuation of MC 124. 2—0—2*
- MC 224 APPLIED MUSIC**
(Two half-hour lessons a week). This is a continuation of MC 223. 2—0—2*
- MC 226 BRASS TECHNIQUES**
This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:
A. Trumpet
B. French Horn
C. Trombone
D. Tuba 0—2—1*
- MC 227 WOODWIND TECHNIQUES**
This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:
A. Clarinet
B. Flute
C. Saxophone 0—2—1*
- MC 228 STRING TECHNIQUES**
This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following:
A. Violin
B. Viola
C. Cello
D. String Bass 0—2—1*
- MC 229 PERCUSSION TECHNIQUES**
This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0—2—1*
- MC 230 APPLIED MUSIC—VOICE**
(One half-hour lesson a week). This is a continuation of MC 132, Applied Music—Voice. 1—0—1*
- MC 231 APPLIED MUSIC—VOICE**
(One half-hour lesson a week). This is a continuation of MC 230, Applied Music—Voice. 1—0—1*
- MC 232 APPLIED MUSIC—VOICE**
(One half-hour lesson a week). This is a continuation of MC 231, Applied Music—Voice. 1—0—1*
- MC 233 APPLIED MUSIC—VOICE**
(Two half-hour lessons a week). This is a continuation of MC 134, Applied Music—Voice. 2—0—2*
- MC 234 APPLIED MUSIC—VOICE**
(Two half-hour lessons a week). This is a continuation of MC 233, Applied Music—Voice. 2—0—2*
- MC 251 PIANO CLASS III**
(Prerequisite: MC 152 or equivalent). This course is a continuation of MC 152. 0—2—1*
- MC 252 PIANO CLASS IV**
(Prerequisite: MC 251 or equivalent). This course is a continuation of MC 251. 0—2—1*

*Lecture—Lab—Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

MC 265 JAZZ ENSEMBLE

This is a continuation of MC 166.†† 0—2—1*

MC 266 JAZZ ENSEMBLE

This is a continuation of MC 265.†† 0—2—1*

MC 267 PACESETTERS

This is a continuation of MC 168.†† 0—2—1*

MC 268 PACESETTERS

This is a continuation of MC 267.†† 0—2—1*

MC 271 JAZZ HARMONY III

(Prerequisite: MC 172 or equivalent. Co-requisite: MC 291) This course is a continuation of MC 172, Jazz Theory II, and includes the study of modal harmony, substitute chords, deceptive progressions, and the melodization of harmony.†† 3—0—3*

MC 275 INSTRUMENTAL IMPROVISATION I

(Prerequisite: MC 172 or equivalent) This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom.†† 0—2—1*

MC 276 INSTRUMENTAL IMPROVISATION II

(Prerequisite: MC 275 or equivalent) This course is a continuation of MC 275.†† 0—2—1*

MC 277 POP VOCAL STYLE I

(Prerequisite: MC 172 or equivalent) This course is a study of various vocal styles in jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students' technical development in this idiom.†† 0—2—1*

MC 278 POP VOCAL STYLE II

(Prerequisite: MC 177) This course is a continuation of MC 277.†† 0—2—1*

MC 291 SIGHT SINGING

(Prerequisite: MC 192 or equivalent). This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0—2—1*

MC 292 SIGHT SINGING

(Prerequisite: MC 291 or equivalent). This course is a continuation of MC 291. 0—2—1*

MC 070 SEMINAR IN MUSIC

Music majors meet together one hour a week to discuss and study pertinent music topics and to participate in student recitals. 1—0—0*

MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform various chamber music media. 0—2—0*

MC 073 BRASS ENSEMBLE

This course involves the study and performance of literature for small combinations of brass instruments. It is open to all brass instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0—2—0*

MC 074 WOODWIND ENSEMBLE

This course involves the study and performance of literature for small combinations of woodwind instruments. It is open to all woodwind instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0—2—0*

MC 075 PERCUSSION ENSEMBLE

This course involves the study and performance of literature for small combinations of percussion instruments. It is open to all percussion instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0—2—0*

*Lecture—Lab—Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.

††This course is designed for students in the two-year technical program in music.

Nursing

FACULTY: Morgan (Chairman), Campbell, Dix, Earnest, Erickson, Hardy, Huneke, McCary, Reinecke, Sharpe

MAJORS: Nursing, Pre-Nursing, Operating Room Technician, Radiological Technology

COURSE PREFIXES: NG, OR, XR

PROGRAMS:

NURSING (A.S.)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area.

All students entering the nursing program are required to take the college placement examination. Freshmen whose placement scores put them in both remedial mathematics and remedial English, and students who score 150 or less shall be required to complete one year as regular students before being admitted to the nursing program.

All nursing courses must be taken in sequence and a grade "C" or better must be earned in both the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BY 151-152	Anatomy and Physiology	3	3	
BY 156	Microbiology	3		
CY 104	Chemistry for Health Sciences		3	
EH 101-102 or	Freshman Communications; or			
EH 110	Technical Writing	3	3	
HE 101	Elements of Nutrition	3		
NG 101	Fundamentals of Nursing	4		
NG 102-103	Medical and Surgical Nursing		5	5
PE	Physical Education	1		
PY 201	General Psychology		3	
		<hr/>	<hr/>	<hr/>
		17	17	5

NURSING (A.S.) Cont'd

SOPHOMORE YEAR

NG 201	Medical and Surgical Nursing	6	
NG 202	Human Growth and Development	3	
NG 204† or	Psychiatric-Mental Health Nursing	4	
NG 206	Pediatric Nursing		4
NG 205	Nursing Trends		2
NG 207	Maternity Nursing		4
PE	Physical Education		1
SS 101-102*	Social Inst.; Political Inst.	3	3
		<u>16</u>	<u>14</u>

†Half of the class will take NG 204 in the fall, and NG 206 in the winter. The other half of the class will reverse the sequence.

*PL 201 or HY 201 may be substituted for SS 102.

PRE-NURSING (A.A.)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

FRESHMAN YEAR

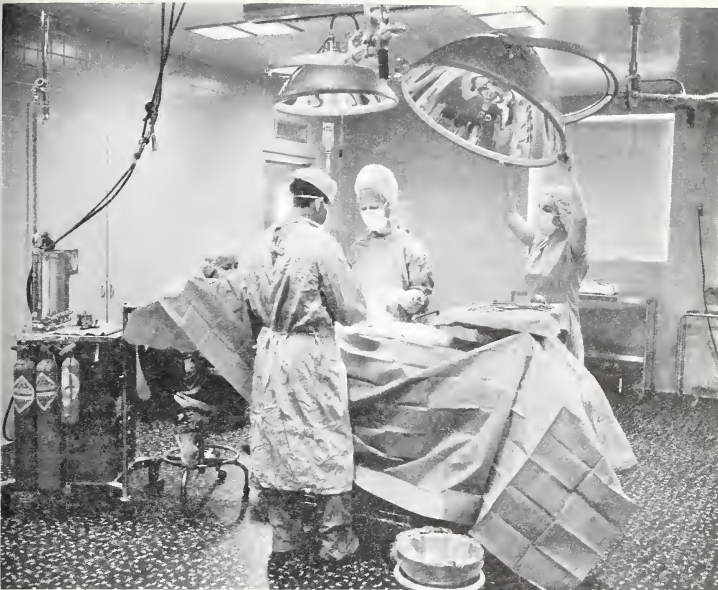
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
CY 101-102	General Chemistry		4	4
EH 101-102	Freshman Communications		3	3
BY 156	Microbiology			3
HH 101**	Perspectives on Healthful Living		2	
MS 106	Math for General Education			3
PE	Physical Education		1	1
SS 101-102*	Social Inst.; Political Inst.		3	3
Elective			3	
			<u>16</u>	<u>17</u>

SOPHOMORE YEAR

AT 110	Art Appreciation			3
or				
MC 110	Music Appreciation		(3)	
BY 151-152	Anatomy & Physiology	3		3
EH	Literature			3
HE 101	Elements of Nutrition	3		
HY 101	Ancient & Medieval Civilizations	3		
or				
HY 201	U.S. History to 1865		(3)	
HY 102	Modern Civilizations			3
or				
HY 202	U.S. History from 1865		(3)	
PE	Physical Education		1	1
PY 201	General Psychology	3		
PY 202	Personality Development			3
SP 101	Fundamentals of Speech	3		
			<u>16</u>	<u>16</u>

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.



OPERATING ROOM TECHNICIAN (Certificate Program)

A certificate for Operating Room Technician will be granted at the end of two semesters of work to the high school graduate who successfully completes the requirements of the course. The Operating Room Technician will be prepared to function as a member of the surgical team under the direct supervision of a registered nurse.

FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
COURSE	TITLE			
OR 101-102	Operating Room Technique I; II		6	8
BY 151-152	Anatomy and Physiology		3	3
BY 156	Microbiology		3	
EH 101 or 111	Freshman Communications; Communication Skills for the Technician			3
HH 101†	Perspectives on Healthful Living			2
NG 255	Medical Terminology		3	
			<hr/> 15	<hr/> 16

DUTIES OF AN OPERATING ROOM TECHNICIAN

Routine preparation for a surgical procedure, maintaining aseptic conditions, selecting instruments, preparing a patient for a surgical procedure, handling special equipment, assisting in caring for a patient in the operating room. Candidates for admission must satisfy the requirements of the college. They are required to score satisfactorily on a specific test for surgical technicians. This includes a general aptitude test, with manual and finger dexterity. These are to be taken at Palm Beach Junior College.

†HH 101 may be waived by passing a standard written health examination.

RADIOLOGICAL TECHNOLOGY (A.S.)

Palm Beach Junior College and St. Mary's Hospital provide students with the opportunity to achieve the Associate in Science degree in Radiological Technology. Students working toward a Certificate in Radiological Technology under St. Mary's program may concurrently enroll at Palm Beach Junior College to complete their General Education requirements. St. Mary's certificate program meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and The American Society of Radiologic Technologists; Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools. Upon presenting a transcript covering 36 credit hours work in Radiological Technology from St. Mary's Hospital including the prerequisite passing of the Registry Examination, students who have satisfactorily completed the General Education requirements at Palm Beach Junior College (28 credit hours), will be eligible to receive the A.S. degree in Radiological Technology. Hospital arrangements are between the student and the radiologist at St. Mary's.

FRESHMAN YEAR

COURSE	TITLE	Spring			
		Fall	Winter	I	II
PE	1	1		
EH 101-102	Freshman Communications, or				
EH 110	Technical Writing	3	3		
MS 106	Math for General Education			3	
BY 100	Principals of Biology				3
		<hr/> 4	<hr/> 4	<hr/> 3	<hr/> 3

SOPHOMORE YEAR

PY 201	General Psychology	3			
SP 101	Fundamentals of Speech		3		
SS	Social Science			3	3
HH 101	Perspectives on Healthful Living	2			
		<hr/> 5	<hr/> 3	<hr/> 3	<hr/> 3

CREDIT FROM ST. MARY'S HOSPITAL

COURSE	TITLE	Credit	Hours
XR 100	Radiological Technique I	3	
XR 101	Applied Radiological Technique I	3	
XR 102	Radiological Technique II	3	
XR 103	Applied Radiological Technique II	5	
XR 104	Topographic Anatomy and Physiology	3	
XR 200	Radiological Technique III	3	
XR 201	Applied Radiological Technique III	3	
XR 202	Radiological Technique IV	3	
XR 203	Applied Radiological Technique IV	5	
XR 204	Applied Radiological Technique V	5	
		<hr/>	<hr/> 36

COURSE DESCRIPTIONS

NG 101 FUNDAMENTALS OF NURSING

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs, and using the problem solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a person, and as a background for further study.

*Lecture—Lab—Credit Hours

NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101). This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the winter term. 2—9—5*

NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102). This is a continuation of NG 102. Offered in the first session of the spring term only. 3—6—5*

NG 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103). This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult. Offered in the fall term only. 3—9—6*

NG 202 HUMAN GROWTH AND DEVELOPMENT

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 3—0—3*

NG 204 PSYCHIATRIC—MENTAL HEALTH NURSING I

(Co-requisite: NG 201 and NG 202). This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurse's responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person, are stressed. 2—6—4*

NG 205 NURSING TRENDS

(Prerequisite: NG 201). Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the winter term. 2—0—2*

NG 206 PEDIATRIC NURSING

(Co-requisite: NG 201, NG 202). This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 2—6—4*

NG 207 MATERNITY NURSING

(Prerequisite: NG 201, Co-requisite: NG 202). A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 2—6—4*

NG 255 MEDICAL TERMINOLOGY

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and the use of the medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3—0—3*

THE PEDIATRIC NURSE ASSOCIATE

This course consists of three consecutive semesters designed to prepare nurses to assume an expanded role in providing ambulatory health care to children in private office or health center as part of the pediatric team.

*Lecture—Lab—Credit Hours

NG 292 THE CHILD, THE FAMILY, THE COMMUNITY I

First semester will orient the student to the role of a Pediatric Nurse Associate, study standards of child care and explore ways the Pediatric Nurse Associate can contribute. Included will be in-depth study of the newborn infant through the first six months with emphasis on prenatal counseling, screening examination, well baby care, normal and abnormal growth and development. Clinical experience is provided in private offices and health centers. 3—3—4*

NG 293 THE CHILD, THE FAMILY, THE COMMUNITY II

(Prerequisite: NG 292). Second semester will continue study of the infant from six months to school age with emphasis on physical and psychological growth and development, recognition and treatment of minor illnesses, parent counseling in child rearing, and preventative pediatrics. Clinical experience provided in private office and health centers. 3—3—4*

NG 294 THE CHILD, THE FAMILY, THE COMMUNITY

(Prerequisites: NG 292 and NG 293). Third semester will be concerned with the problems and illnesses of the school child and adolescent: recognition, prevention and treatment. School health and community services available will be evaluated. Clinical experience in schools, Health Department and community agencies available. 3—3—4*

* * *

NG 296 COMMUNITY HEALTH NURSING

(Prerequisite: Registered Nurse). This is a continuation education course for registered nurses. Emphasis is on society's changing health needs, services, and goals as they are related with the corresponding lively expansion of nursing services commonly needed by all persons. The changing role, abilities, and placement of the nurse practitioner are profiled in the multi-disciplinary socio-professional cooperation emergent with the current plan of individual and group health care and education through planned community health action. Focus is on pertinent technical competence and socially acceptable community health nursing practices. 3—0—3*

OR 101 OPERATING ROOM TECHNIQUE I

(Co-requisites: BY 151 and BY 156). An introduction to operating room techniques designed to assist the student in developing the basic knowledge and skills necessary for performance in the operating room. The course includes hospital organization, ethics, legal practices and relationships with team members under direct supervision. Laboratory and clinical experiences afford the student opportunities to develop and demonstrate skills in surgical asepsis. 3—9—6*

OR 102 OPERATING ROOM TECHNIQUE II

(Prerequisite: OR 101, Co-requisite: BY 152). A continuation of OR 101 with emphasis on the development of skills in the clinical area. 2—18—8*

XR 100 RADIOLOGICAL TECHNIQUE I

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

- a. Professional Ethics—to acquaint the student with good ethical principals; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.
- b. Darkroom Chemistry and Technique—the objective of this course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.

*Lecture—Lab—Credit Hours

- c. Principles of Radiographic Exposure I—the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.
- d. Radiographic Positioning I—the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.
- e. Film Critique I, II, III, and IV—to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

KR 102 RADIOLOGICAL TECHNIQUE II

This course follows immediately after Radiological Technique I, and includes positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

- a. Radiographic Positioning II—to give the student instruction in the more difficult radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.
- b. Principles of Radiographic Exposure II—to give the student instruction in the use of cones, diaphragms, collimators, filters, grids, screens, and film and the effect each has on the quality of the radiograph.
- c. Common Procedures Using Contrast Media—to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used, and the reactions and contraindications of these media.
- d. Nursing Procedures—to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.
- e. Pediatric Radiography—to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

KR 200 RADIOLOGICAL TECHNIQUES III

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special radiographic procedures, and film critique.

- a. Radiographic Positioning III—to acquaint the student with the most difficult radiographic positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.
- b. Principles of Radiographic Exposure III—to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and all exposure factors.
- c. Radiation Protection—this course provides instruction as to the various ways and means of protecting that part of patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.
- d. Special Procedures—to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

XR 202 RADIOLOGICAL TECHNIQUE IV

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

- a. Radiation Therapy and Nuclear Medicine—this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

- b. Intraoral Radiography—to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.
- c. Equipment Maintenance—to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.
- d. Departmental Administration—to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental, intra- and inter-departmental relationships, such as those pertaining to attitudes and policies relative to personnel management.
- e. To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

XR 104 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and functioning of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to other organs within the same anatomical region.

XR 101 APPLIED RADIOLOGICAL TECHNIQUE I

XR 103 APPLIED RADIOLOGICAL TECHNIQUE II

XR 201 APPLIED RADIOLOGICAL TECHNIQUE III

XR 203 APPLIED RADIOLOGICAL TECHNIQUE IV

XR 204 APPLIED RADIOLOGICAL TECHNIQUE V

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques.

Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

*Lecture—Lab—Credit Hours

Physics And Physical Science

FACULTY: Dasher (Chairman), Galbraith, Ramos, R. Robinson, Stoll

MAJORS: Physics, Geology, Astronomy, Physical Sciences, Meteorology

COURSE PREFIXES: PH, PS

PROGRAMS:

PHYSICS, PHYSICAL SCIENCES, ASTRONOMY, GEOLOGY, METEOROLOGY (A.A.)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
CY 101-102	General College Chemistry		4	4
EH 101-102	Freshman Communications		3	3
HH 101**	Perspectives on Healthful Living			2
MS 204-205	Calculus I, II		4	4
PE	Physical Education		1	1
MS 208	Statistics		3	
MS 210	Mathematical Programming			2
			<hr/> 18	<hr/> 16

SOPHOMORE YEAR

EH	Literature			3
MS 206	Calculus III		4	
MS 207	Differential Equations		3	
MS 209	Elementary Linear Algebra			3
PH 205-206	General Physics with Calculus II		4	4
PE	Physical Education		1	1
SS 101-102*	Social Inst.; Political Inst.		3	3
EH 110	Technical Writing		3	
			<hr/> 18	<hr/> 14

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

COURSE DESCRIPTIONS:

PH 201 GENERAL PHYSICS I

(Prerequisite: MS 104 or MS 111, or adequate score on placement test). This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3—2—4*

*Lecture—Lab—Credit Hours

PH 202 GENERAL PHYSICS II

(Prerequisite: PH 201). This course covers electricity, magnetism, light, and modern physics. 3—2—4*

PH 205 GENERAL PHYSICS WITH CALCULUS I

(Co-requisite MS 205). This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3—2—4*

PH 206 GENERAL PHYSICS WITH CALCULUS II

(Prerequisite: PH 205, Co-requisite MS 206). This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course is designed to illustrate various phenomena discussed in the lectures. 3—2—4*

PH 207 MODERN PHYSICS

(Prerequisite: PH 206). Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3—0—3*

PS 101 SURVEY OF PHYSICAL SCIENCE I

This course consists of physical science in general, including the study of: meteorology—climate and weather; astronomy—the earth in the solar system and the universe; and geology—the history of the earth and changes in its surface. 3—0—3*

PS 102 SURVEY OF PHYSICAL SCIENCE II

(Prerequisite: MS 106 or adequate score on placement test). This course is a study of the fundamental concepts of chemistry and physics and their application to everyday life. Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3—2—4*

PS 103 DESCRIPTIVE ASTRONOMY

Introductory survey of the universe, the solar system, structure and motion of the Earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observation. 3—0—3*

*Lecture—Lab—Credit Hours

Social Science

FACULTY: Bottosto (Chairman), Allee, Becherer, Dampier, D'Angio, Davies, Edmonds, Forshay, Freedman, Hicks, Kochel, Matthews, Meldon, Myatt, O'Neill, Payne, Pugh, T. Robinson, Sailsbury, Sutherland, Tucker

MAJORS: Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Mental Health Technology, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology-Guidance, Social Science, Social Science Teacher, Teacher Aides, Welfare Worker

COURSE PREFIXES: EN, GY, HY, MH, PI, PL, PY, RN, SS, TA

PROGRAMS:

Social Science is essentially a study of human society—that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals—in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions.

The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined on pages 57-60, and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

EARLY CHILDHOOD EDUCATION (A.A.)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in Early Childhood Education, a cooperative program in Early Childhood Education for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College in conjunction with Florida Atlantic University. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

THE COURSES TO BE TAKEN AT PALM BEACH JUNIOR COLLEGE INCLUDE:

General Education Requirements		36
(See page 61)		
HE 105	Nutrition	3
PY 201	General Psychology	3
PY 203	Child Growth & Development	3
SS 201	Family Relationships	3
SP 101	Fundamentals of Speech	3
MC 103	Fundamentals of Music	3
AT 112	Arts & Crafts	3
PE	Physical Education	2
Electives†		5
		<hr/> 64

†Suggested electives: PY 201 Personality Development,
DA 102 Stagecraft, or
DA 201 Acting

EDUCATION (ELEMENTARY LEVEL) (A.A.)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
	Science		7-8	
EH 101-102	Freshman Communications		6	
EN 101	Introduction to Education		3	
MS 106†	Mathematics for General Education		3	
PE	Physical Education		2	
SP 101	Fundamentals of Speech		3	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/> 33-34

SOPHOMORE YEAR

EH	Literature	6
GY 101	Principles of Geography & Conservation	3
HH 101**	Perspectives on Healthful Living	2
HY 101-102	Ancient & Medieval Civ.; Modern Civ.	6
PE	Physical Education	2
PY 201	General Psychology	3
PY 203†	Child Growth and Development	3
EN 299	Social Foundations of Education	3
Electives††			5-6
				<hr/> 33-34

†These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state colleges and universities to which students may transfer.

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

††Suggested electives: Foreign Languages, LC 101, PY 202.

EDUCATION (SECONDARY LEVEL) (A.A.)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.



GENERAL SOCIAL SCIENCE¹, GEOGRAPHY², GOVERNMENT—FOREIGN SERVICE³, HISTORY⁴, POLITICAL SCIENCE⁵, SOCIAL SCIENCE TEACHER⁶, WELFARE WORKER⁷ (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social & Political Institutions		6	
	Science		7-8	
MS 106	Math for General Education		3	
MS 208	Statistics		3	
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation		(3)	
PE	Physical Education		4	
HH 101**	Perspectives on Healthful Living		2	
EH	Literature		3	
	Foreign Languages—Spanish, French, German		12	
Electives			15	

64-65

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted for HH 101.

1. Recommended electives: BA 204, HY 101-102, PI 101, GY 101, PY 201, SP 101, SS 203, SS 207, SS 215.

2. Recommended electives: GY 101, HY 101-102, HY 201-202, SS 205, PY 201, MS 111, MS 121, CL 211, CL 212, CL 213, CL 220, CL 230, BA 204, BA 205.

3. Recommended electives: SP 101, HY 101-102, HY 201-202, HY 211-212, SS 205, GY 101, PL 201-202, BA 204, EH 203-204, SS 203, SS 207, SS 215.

4. Recommended electives: HY 101-102, HY 201-202, HY 211-212, GY 101, SS 205, RN 201, PL 201, SS 203, SS 207, SS 215.

5. Recommended electives: HY 101-102, HY 201-202, SS 205, GY 101, BA 204, PI 101, SS 203, SS 207, SS 215.

6. Recommended electives: HY 101-102, GY 101, SS 205, HY 201-202, BA 204, PL 201-202, PO 100, PY 201, PY 203, EN 101, SP 101, SS 210, SS 203, SS 207, SS 215.

7. Recommended electives: BA 204-205, HY 101-102, SS 201, PL 202, PO 100, PY 201, PY 202; PY 203, PI 101, HE 102, HE 106, HY 201, HY 202, PL 201, SP 101, SS 210, SS 203, SS 207, SS 215.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.

MENTAL HEALTH TECHNOLOGY (A.S.)

A mental health technologist will work in a variety of human services under the direct supervision of professional personnel. He will be equipped to make a useful contribution to community action in programs in environmental services.

This curriculum is designed to educate a mental health generalist who is trained for a family of occupations rather than a specific job. Students will study a core of general education subjects combined with specialized courses related to behavior disorders and mental retardation. As part of the program, the student will participate in supervised field work experiences in several different kinds of community agencies and institutions.

The student will be both a generalist, who by means of further on-the-job training, may be prepared for employment in a middle level work job; and also, will have acquired specific competencies to qualify him for such more specialized aspects of jobs as psychometric assistant, counseling assistant, research assistant, group-work assistant, assistant in social rehabilitation and activity therapy, and special education teacher's assistant.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
EH 101	Freshman Communications		3	
HH 101	Perspectives on Healthful Living		2	
MH 100	Intro. to Mental Health Technology		3	
MH 103	Interviewing and Recording		3	
PY 201	General Psychology		3	
SS 101	Social Institutions		3	
AT 112	Arts and Crafts I			3
BY 151	Anatomy and Physiology			3
EH 102	Freshman Communications			3
MH 101	Principles of Group Dynamics			3
MH 105	Field Work in Mental Health			2
PY 202	Personality Development			3
			<hr/> 17	<hr/> 17

SOPHOMORE YEAR

HH 103	First Aid	1	
MC 110	Music Appreciation	3	
MH 205	Field Work in Mental Health	4	
PE 208	Fundamentals of Interpretive Movement	1	
PY 203	Child Growth and Development	3	
SP 101	Fundamentals of Speech	3	
MH 206	Activity Therapies		3
MH 210	Field Work in Mental Health		4
PE 203	Recreational Games		1
SS 102*	Political Institutions		3
SS 201	Marriage and Family Relations		3
SS 210	American Social Problems		3
		<hr/> 15	<hr/> 17

*PL 201 or HY 201 may be substituted for SS 102.

PRE-LAW (A.A.)**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SP 101	Fundamentals of Speech		3	
SS 101-102*	Social Inst.; Political Inst.		6	
	Science		7-8	
	Foreign Language		6	
				<hr/> 33-34

SOPHOMORE YEAR

EH	Literature		6	
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation	(3)		
LC 101	Art of Thinking		3	
HY 201-202	U.S. History to 1865; 1865 to present		6	
PL 201-202	Amer. Nat'l Gov.; State, Local Gov.		6	
PE	Physical Education		2	
HH 101**	Perspectives on Healthful Living		2	
	Foreign Language		6	
				<hr/> 34

PRE-MINISTRY AND PHILOSOPHY (A.A.)**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
BY 100-105	Principles of Biology; Laboratory		4	
SS 101	Social Institutions		3	
RN 101	Old Testament		3	
MC 110	Music Appreciation		3	
PI 101	Introduction to Philosophy		3	
HH 101**	Perspectives on Healthful Living		2	
MS 106	Mathematics		3	
PE 101	Team Activities for Men		1	
PE 203	Recreational Games (Coed)		1	
	Foreign Language		6	
				<hr/> 35

SOPHOMORE YEAR

EH 201	English Literature to 1800		3	
PS 101	Physical Science		3	
PL 201	American National Government		3	
RN 102	New Testament		3	
PY 201	General Psychology		3	
RN 201	Religions of World		3	
PE 205	Beginning Swimming		1	
PE 207	Senior Life Saving		1	
SP 101	Fundamentals of Speech		3	
	Foreign Language		6	
Electives			3	
				<hr/> 32

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

Recommended electives: MC 213, SS 201, PY 202, PI 102.

PSYCHOLOGY—GUIDANCE (A.A.)

		FRESHMAN YEAR	SEMESTER	HOURS	CREDIT
COURSE	TITLE				
EH 101-102	Freshman Communications			3	3
HH 101**	Perspectives on Healthful Living			2	
	Science			3-4	4
MS 106 (or higher)	Math for General Education				3
PE	Physical Education			1	1
PY 201	General Psychology				3
	Foreign Language			3	3
SS 101	Social Institutions			3	
				15-16	17

		SOPHOMORE YEAR			
AT 110 or MC 110	Art Appreciation; Music Appreciation		3		
EH	Literature				3
MS 208	Statistics				3
PE	Physical Education		1		1
PY 202	Personality Development		3		
PY 203	Child Growth & Development				3
SS 102*	Political Inst.		3		
	Foreign Language		3		3
Elective			3		3
				16	16

TEACHER AIDES AND EFFECTIVE TEACHING (A.S.)

Teacher aides constitute a rapidly growing segment of the educational family. The practice of employing teacher aides—auxiliary personnel whose function is to assist teachers—has become widespread in the State of Florida. The Teacher Aide course of study at Palm Beach Junior College is designed to prepare interested high school graduates in pursuing a specialized program which would equip them to function effectively as assistants to professional qualified teachers at various instructional levels.††

		FRESHMAN YEAR	SEMESTER	HOURS	CREDIT
COURSE	TITLE				
EH 101-102	Freshman Communications			6	
HH 101**	Perspectives on Healthful Living			2	
MS 106	Mathematics for General Education			3	
AT 112	Arts and Crafts			3	
BE 105†	Typewriting			2	
LT 103	Children's Literature			3	
LT 104	Non-Book Materials			3	
PY 203	Child Growth and Development			3	
PY 201	General Psychology			3	
AT 110 or	Art Appreciation			3	
MC 110	Music Appreciation			(3)	
PE	Physical Education			2	
				33	

		SOPHOMORE YEAR			
SS 101-102*	Social Inst.; Political Inst.			6	
EH	Literature			6	
PS 101-102	Survey of Physical Science			7	
PE 231	Creative Activities			3	
PE	Physical Education			2	
BE 101	Office Practice			3	
TA 101	Elementary School Resources			3	
TA 102	Elementary School Procedures			3	
TA 103	Internship			3	
				36	

**HH 230 may be substituted.

*PL 201 or HY 201 may be substituted for SS 102.

†May be waived if student passes the typing test.

††Transfer is possible from the A.S. Degree Program to the A.A. Degree Program leading to professional preparation for teaching.

COURSE DESCRIPTIONS:

EN 101 INTRODUCTION TO EDUCATION (Teaching)†

An introduction to the nature of teaching in the public schools of the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. 3—0—3*

EN 299 SOCIAL FOUNDATIONS OF EDUCATION

(This course is part of the sequence of courses students planning to complete their studies at Florida Atlantic University should take. Other students are advised to seek approval of their probable senior institution before enrolling—same as FAU ED 302.)

A study of the contributions of philosophical, historical, and sociological bases of education and their implications for curriculum development and methods of instruction. An analysis of educational problems, issues and innovations is included. A research project with continuing significance for the student must be undertaken. 3—0—3*

GY 101 PRINCIPLES OF GEOGRAPHY AND CONSERVATION

This course attempts to identify and explore the many ways that men and nature affect each other from place to place. The places covered include Florida, the Polar World, Europe, and Anglo-America. Wise resource use or conservation is emphasized. 3—0—3*

HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3—0—3*

HY 102 MODERN CIVILIZATIONS

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3—0—3*

HY 201 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3—0—3*

HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3—0—3*

†NOTE:

The following will apply to **ALL** students enrolling* in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EN 101 Introduction to Education (Teaching)

SP 101 Beginning Speech

PY 201 General Psychology

PY 203 Child Growth and Development

EN 299 Social Foundations of Education

*Lecture—Lab—Credit Hours

HY 211 LATIN AMERICAN HISTORY—COLONIAL PERIOD

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombia era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3—0—3*

HY 212 LATIN AMERICAN HISTORY—NATIONAL PERIOD

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3—0—3*

MH 100 INTRODUCTION TO MENTAL HEALTH TECHNOLOGY

An orientation to the field of mental health work; history, current concepts and roles of various workers in the field are reviewed and discussed. Various community agencies are explored. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3—0—3*

MH 101 PRINCIPLES OF GROUP DYNAMICS

(Prerequisite: PY 201). A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, psych communication systems, tasks and problems-solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3—0—3*

MH 103 INTERVIEWING AND RECORDING

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3—0—3*

MH 105 FIELD WORK IN MENTAL HEALTH

(Prerequisite: MH 100). This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 1—3—2*

MH 200 THE COMMUNITY AND ITS AGENCIES

This course explores the various community agencies. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3—0—3*

*Lecture—Lab—Credit Hours

MH 205 FIELD WORK IN MENTAL HEALTH

(Prerequisite: MH 105). A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental health technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members, supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2—6—4*

MH 206 ACTIVITY THERAPIES

(Prerequisite: PY 202 and MH 101) Activities are considered as a therapeutic tool. Techniques and functions of various activity therapies such as: music, art, recreational, occupational, are examined. Attention is given to forms of Milieu therapy and to approaches for encouraging social interactions among individuals. 3—0—3*

MH 210 FIELD WORK IN MENTAL HEALTH

(Prerequisite: MH 205). Course is continuation of MH 205. 2—6—4*

PI 101 INTRODUCTION TO PHILOSOPHY

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3—0—3*

PI 102 ETHICS

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using Ethics as a science of conduct. 3—0—3*

PL 201 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3—0—3*

PL 202 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, inter-state relationships, government regulations, operation of public utilities and public planning. 3—0—3*

PY 201 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphasis are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3—0—3*

*Lecture—Lab—Credit Hours

PY 202 PERSONALITY DEVELOPMENT AND ADJUSTMENT

(Prerequisite: PY 201, or permission of the instructor). This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then the variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3—0—3*

PY 203 CHILD GROWTH AND DEVELOPMENT

(Prerequisite: PY 201). Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3—0—3*

PY 204 EDUCATIONAL PSYCHOLOGY

(Prerequisite: PY 201 or permission of the instructor). This course is specifically designed to aid the classroom teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. Offered in evening only. 3—0—3*

RN 101 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3—0—3*

RN 102 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3—0—3*

RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3—0—3*

SS 101 SOCIAL INSTITUTIONS

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3—0—3*

*Lecture—Lab—Credit Hours

SS 102 POLITICAL INSTITUTIONS

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3—0—3*

SS 201 MARRIAGE AND FAMILY RELATIONSHIPS

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3—0—3*

SS 203 INTRODUCTION TO ANTHROPOLOGY

(Prerequisite: SS 101). This course provides an introduction to the functional study of man: concepts of human development, pre-history, culture; comparison in human variation; structure and function in social organization; synthesis of biological, cultural and social factors. 3—0—3*

SS 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3—0—3*

SS 205 INTRODUCTION TO SOVIET STUDIES (FOREIGN STUDY)

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. The study is accomplished on a tour behind the iron curtain. A special fee is charged. 3—0—3*

SS 207 INTRODUCTION TO SOCIOLOGY

(Prerequisite: SS 101). This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3—0—3*

SS 210 AMERICAN SOCIAL PROBLEMS

(Prerequisite: SS 101). This course explores some of the major social problems now confronting American society—such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3—0—3*

SS 215 INTRODUCTION TO AFRO-AMERICAN STUDIES

This course is concerned with the history of the Afro-American with emphasis on his origins, enslavement, subculture, and his struggle for civil rights and human dignity. Special emphasis is placed upon the continuing problems of discrimination and racism in modern American life. 3—0—3*

TA 101 ELEMENTARY SCHOOL RESOURCES

A course designed to acquaint the student with resources available to the elementary school teacher. School and community resources should be explored. Class periods should be arranged. One-semester course. 2—2—3*

TA 102 ELEMENTARY SCHOOL PROCEDURES

A seminar course designed to acquaint the student with the schedule, the plant, and other aspects of the elementary school and its program. The course should be scheduled for meetings at the cooperating school, and college. The class schedule should be arranged. One-semester course. 3—6—6*

TA 103 INTERNSHIP

This course should serve to introduce both the aide and the teacher to the teacher-aide program in operation. Each participant should investigate her special duties and attempt to identify problems to be solved before the completion of the program. This course requires the close cooperation of the director, the cooperating teacher, and the aide-trainee. The hours should be arranged. One semester. 0—6—3*

*Lecture—Lab—Credit Hours

Workshops

Palm Beach Junior College offers a varied program of short-term, non-credit work-shops and seminars as a community service. These special classes are scheduled throughout the year. A representative list of offerings is given below. It must be understood that all courses listed will never be given in any one term, and availability of any desired course must be confirmed by the Coordinator of Evening Classes.

- | | |
|--|--|
| AC 090 Air Conditioning and Refrigeration Service | BE 020 Workshop for Legal Secretaries |
| AC 099 Air Conditioning and Refrigeration Engineering Refresher Workshop | BY 010 Lawn and Golf Green Management |
| AS 032 Advanced Ground School | BY 020 Ornamental Horticulture Workshop |
| AT 050 Floral Design I | BY 021 Landscape Design |
| AT 051 Floral Design II | BY 030 Organic Gardening I |
| AT 052 Floral Design III | BY 031 Organic Gardening II |
| AT 060 Interior Design | BY 050 Avocado, Citrus and Mango Production |
| AT 080 Experimental Photographic Techniques I | BY 060 Economic Entomology & Plant Pathology |
| AT 081 Experimental Photographic Techniques II | BY 070 Medical Technology Workshop |
| AT 082 Silk Screening Techniques | CL 020 Surveying Short Course |
| BA 010 General Principles of Insurance I | CO 010 Jail Administration |
| BA 040 Income Tax Procedure | DG 011 Blue Print Reading for the Building Trades |
| BA 050 Real Estate Principles & Practices I | DH 090 Oral Rehabilitation |
| BA 060 CLU I, Individual Life & Health Insurance | DH 091 Peridontics for Hygienists |
| BA 061 CLU II, Life Insurance Law & Company Operations | DH 092 Dental Radiology for Dental Hygienists |
| BA 062 CLU III, Group Insurance & Social Insurance | DH 093 Dental Radiology for Dental Assistants |
| BA 063 CLU IV, Pension Planning | DH 094 Physiology of Occlusion for Technicians |
| BA 064 CLU V, Income, Estates & Gift Taxation | DH 095 Dental Research Clinic |
| BA 065 CLU VI, Investments & Family Financial Management | DP 020 Executive Computer Management Workshop |
| BA 066 CLU VII, Accounting & Finance | DP 021 Computer Management for Accountants |
| BA 067 CLU VIII, Economics | DP 022 Computer Management for Educators |
| BA 068 CLU IX, Business Insurance | DV 010 Diving Theory, Equipment Maintenance & Repair |
| BA 069 CLU X, Estate Planning | EG 070 Water and Pollution Control |
| BA 070 Accounting Workshop | EH 050 Practical Writing |
| BA 090 Small Business Owners' Workshop | EH 060 Developmental Reading |
| BA 091 Small Business Administration Retailing Clinic | EH 061 Techniques of Study |
| BA 092 Advertising & Sales Promotion Clinic | EH 062 Life Development |
| BC 010 Use of a Framing Square | ES 060 Environmental Science I |
| BC 020 Residential Contractors' Workshop | ES 061 Environmental Science II |
| BC 021 Building Contractors' Workshop | ES 062 Environmental Science III |
| BC 022 Journeyman Electricians' Workshop | ES 063 Environmental Science IV |
| BC 023 Master Electricians' Workshop | ES 064 Environmental Science V |
| BC 024 Journeyman Plumbers' Workshop | HE 060 Family Income Management |
| BC 025 Master Plumbers' Workshop | HE 061 Buying In Today's Market |
| | HE 090 Tailoring |
| | HE 091 Advanced Tailoring |
| | HR 060 Supervisory Development Workshop |
| | HR 061 Laws and Regulations for Lodging Establishments |
| | HR 062 Laws and Regulations for |



Small Business Clinic at Palm Beach Gardens High School Auditorium

- | | |
|--|---|
| Food Establishments | OP 061 Mini-Computer Programming II |
| HR 063 Food Service Supervisors' Workshop | PH 050 Fundamentals of Radiation in Medicine |
| HR 070 Restaurant and Hotel Service Management | PH 051 Applications of Radiation in Medicine |
| HR 080 Community Cafeteria Training | PO 061 Narcotics and Dangerous Drug Education |
| HR 090 Baking Workshop I | PY 020 Workshop for Parole Volunteers |
| HR 091 Baking Workshop II | PY 060 Understanding Parent-Child Relationships |
| HR 092 Baking Workshop III | PY 070 Understanding Ourselves and Others |
| JM 010 College Publication Lab I | RC 010 Camcraft Certification Workshop |
| JM 011 College Publication Lab II | RC 050 Baseball Umpire Workshop for Youth Leaders |
| JM 012 College Publication Lab III | SP 050 Theater Production Lab |
| MC 060 Opera Workshop I | SP 060 Theater Arts Workshop I |
| ML 060 Materials Testing Workshop | SP 061 Theater Arts Workshop II |
| MS 060 Math Media Lab | SP 070 TV-Musical Comedy Production |
| NG 020 Refresher Workshop for Graduate Nurses | SS 010 Family Planning Referral I |
| NG 021 Dynamics of Interpersonal Relationships for Graduate Nurses | SS 011 Family Planning Referral II |
| NG 030 Intensive Care Workshop | TA 050 Teacher Aids Workshop |
| NG 090 Team Nursing Workshop | Montessori Method |
| NV 050 Chart & Compass Navigation Workshop | |
| NV 051 Electronic & Celestial Navigation | |

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1. GYMNASIUM

- A. Physical Education Program
- B. Intramural Program
- C. Varsity Athletics Program
- D. Health Education
- E. Dept. Chairman—Health & Physical Education

2. STUDENT CENTER

- A. Student Government Association
- B. Office of the Director of Student Activities
- C. Office of the Dean of Women
- D. Center for Clubs & Activities

3. CAFETERIA

- A. Campus Food Service
- B. Dinner Meetings

4. STUDENT PUBLICATIONS

- A. Office of the Beachcomber
- B. Office of the Galleon
- C. Media

5. SCIENCE BLDG. & FOOD SERVICES

6. SOCIAL SCIENCE

- A. Freedom Shrine Display Area
- B. Dept. Chairman—Social Science

7. STUDENT PERSONNEL

- A. Health Clinic—College Nurse
- B. Office of the Dean of Students
- C. Guidance Center
- D. Print Shop
- E. Student Financial Aids
- F. Student Employment—On Campus
- G. Student Employment—Off Campus
- H. Student Work Study Program

8. CAMPUS SECURITY

- A. Chief of Campus Security
- B. Security Staff
- C. Supervisor of Custodians

9. CAMPUS BOOKSTORE

- A. Purchase of Books & Supplies

10. CENTRAL RECEIVING

- A. Property Records
- B. Key Control
- C. Director of Physical Plant

11. CENTRAL MECHANICAL PLANT

12. BASIC STUDIES

- A. Developmental Reading
- B. Developmental Math Lab
- C. News Bureau

13. BUSINESS AFFAIRS

- A. Director of Business Affairs
- B. Controller
- C. Purchasing
- D. Employment Office—Non Teaching
- E. Payroll
- F. Duplicating Center

14. ADMINISTRATIVE SERVICES

- A. Office of the President
- B. Office of the Registrar
- C. Office of the Evening Coordinator
- D. Office of Admissions
- E. Office of the Evening Counselor
- F. Veterans Contact
- G. Office of Dean of Instruction

15. DATA PROCESSING

- A. Director of Data Processing

16. LIBRARY—LEARNING

- 1st Floor—Audio Visual Aids & Reserve Reading Room. Engineering Drawing Classes
- 2nd Floor—Periodicals, Microfilm, General Study
- 3rd Floor—General Collection & Reference Room

17. BUSINESS

- A. Chairman of Business Department

18. PATIO

- A. Vending Machines

19. TECHNICAL

- A. Chairman of Tech. Programs
- B. Chairman of Physical Science

20. TECHNICAL LABORATORY

- A. Air Conditioning Tech.

21. DENTAL HEALTH SERVICES

- A. Dental Hygienists Program
- B. Dental Tech. Program
- C. Dental Assistant Program
- D. Chairman of Dental Health Services

22. AUDITORIUM

- A. Assemblies
- B. Drama Productions
- C. Chairman of Communications Department

23. HUMANITIES

- A. Chairman of Art Department
- B. Chairman of Music Department
- C. Art Exhibits

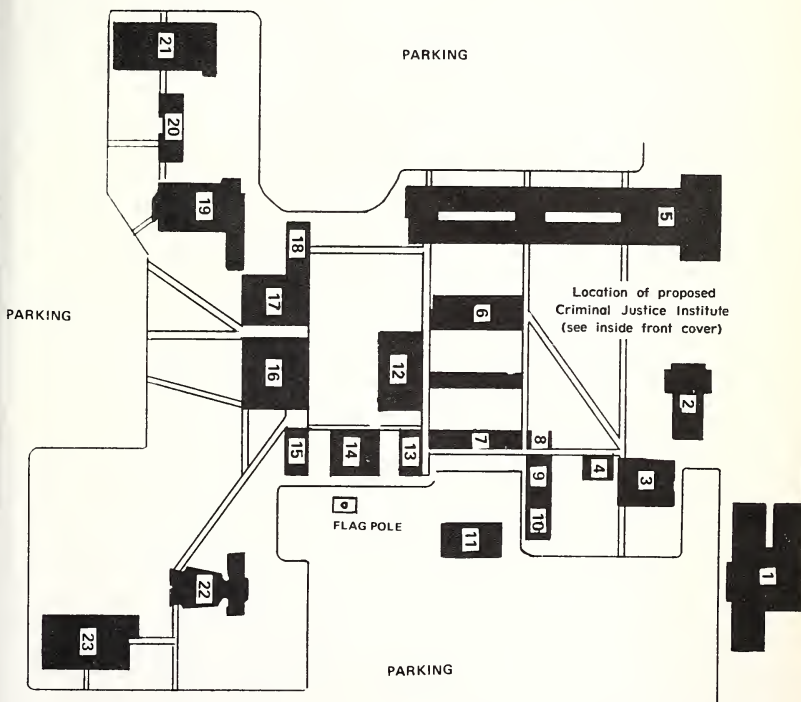
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CAMPUS MAP









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